



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #029-18

DATE: August 3, 2018

Enclosed you will find the necessary information for submitting an RFP that involves **Providing equipment and services that provide and maintain a total parking citation issuance and permit processing program** for the City of Rome.

The deadline for submitting your bid is **August 21, 2018 at 10:00 a.m.**

If you have further questions, please e-mail any inquiries to Johnna Allen at jallen@rome.ga.us. All questions and answers will be posted on the website www.romefloyd.com. It will be the responsibility of interested parties to visit the website frequently to insure receipt of any new information that may be made available.

Johnna M. Allen
Purchasing Director

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **August 21, 2018 at 10:00 a.m.**

II. Bids must be delivered to:

City of Rome
Attn: JOHNNNA M. ALLEN
601 Broad Street
P.O. Box 1433
Rome, Georgia 30162

III. Bids must be sealed and marked:

“029-18 – Parking Citation and Permit Processing Proposal”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder’s Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- H. E-Verify Compliance Affidavit
- I. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection. The City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **August 21, 2018 @ 10:00 a.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **August 21, 2018 at 10:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30161.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome Purchasing Department, located at 601 Broad Street Rome, GA 30161, on the day and at the hour specified.

The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable bidder complying with the conditions of the invitation for bid. The bidder to whom the award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

Overview

The City of Rome, GA is seeking Request for Proposals (RFP) from qualified vendors to provide equipment and services to provide and maintain a total parking citation issuance and permit processing program. .

SCOPE OF WORK

The object of this RFP is to procure a fully functional system that can provide all aspects of parking citation issuance, processing, and collection, along with sales of parking, to be used by the City of Rome, Georgia. All local, state and federal laws must be adhered to by the selected Vendor. The installation must be scheduled to allow for continuous, revenue-collecting operations by the City of Rome.

Technical Requirements

General Specifications

Provision, operation and maintenance of a Windows-based automated ticket management and permit processing system delivered to existing City of Rome's desktop PC's via the Internet. If new PC's are needed to support the system, other than those currently in use by the City of Rome's staff, those shall be provided as part of the proposal.

Proposer's Response: _____

All hardware, software and related equipment/services shall be compatible with the City of Rome's existing network infrastructure for full ticket processing/management activity. Software must integrate with the City of Rome's existing PARCS (Parking Access Revenue Control System), Parkmobile, and Munis.

Proposer's Response: _____

The Proposer shall note any photo and citation record storage limitations. Proposers should note additional costs if storage needs to be increased to meet the City of Rome's requirements.

Proposer's Response: _____

Conversion of existing data to the new ticket management and permit processing system.

Proposer's Response: _____

All necessary interaction with the Department Motor of Vehicles (DMV) (vehicle registration information including vehicle identification numbers), registered owner information with automatic retrieval and input into existing database from nationwide (United States & Canadian Bureau of Motor Vehicles interfaces) Department of Motor Vehicles and all other agencies (vehicle rental car/leasing agencies) necessary to complete the intent of this RFP.

Proposer's Response: _____

Submittals

Proposer will submit all required Parking Software and Equipment specifications related to their proposal, including but not limited to product specifications, installation, and maintenance instructions for each proposed solution.

Proposer's Response: _____

Samples: Submit samples of standard reports, and other elements to be selected by the City of Rome within ten (10) days after approval of the contract. Approval/selections will be returned to the Proposer within thirty (30) days of submittal.

Proposer's Response: _____

Operating manuals: Prior to the initiation of final testing and training, the Proposer shall deliver the following operation and maintenance manuals:

- Supervisor Manual – This manual is designed for the Supervisor or authorized individual for the day-to-day operation of the specified software package(s). It shall explain all the features and functions (e.g., log-on/off, detailed instructions on how to access reports, monitor, prepare and print standard and ad hoc reports) required for day-to-day management. The manual shall also have a section for problems and exceptions conditions so the Supervisor can resolve common operating problems. Two (2) hard copies of this manual shall be provided plus one (1) electronic copy.

Proposer's Response: _____

- System Administration Manual – This manual shall contain all procedures necessary for the proper monitoring and administration of permits and parking citation issuance and collection processing program as might be required by the City of Rome. At a minimum, the manual shall contain separate sections that cover the following topics: day-to-day operations, modification of programmable field settings, back-up and recovery, audit and control procedures, report production (with detailed instructions on report access), contingency plans, configuration control, and system diagnostics. A separate, removable section of the System Administration manual shall contain information on the proper administration and control of the security features built into the system. Some of the information to be contained in this section includes maintenance of user identifiers, password control, and security policy review. Two (2) copies of this manual shall be provided plus one (1) electronic copy.

Proposer's Response: _____

The Proposer shall also deliver to the City of Rome original copies of all licenses, registrations, documentations, disks and other media as may have been included with those commercially available software packages provided with the system. In addition, the Proposer shall ensure that all licenses, registrations, and warranties have been transferred to the City of Rome prior to final software turnover.

Proposer's Response: _____

Handheld System Requirements

The handheld equipment used to issue parking citations shall be provided in a quantity of two (2) complete units. If the handheld equipment is to be out of service for repair then a spare "Loaner Unit" will be provided by the proposer until the handheld is returned from repair at no additional cost.

Proposer's Response: _____

The handheld equipment used to issue parking citations shall use an online real-time processing system utilizing the following technologies:

- a. Physical/Environmental Characteristics
 - I. The unit shall be capable of being used and stored without damage in extreme cold, heat, and humidity.
 - II. The hand-held device shall be lightweight (including batteries) to avoid user fatigue. It shall be possible for the average person to hold the unit easily in one hand for extended periods of time.
 - III. The hand-held device shall be waterproof and dustproof. The vendor should note the IP rating of any device in their proposal.
 - IV. Vendor's proposal should note the communications protocol used for real-time processing. Real-time communication is critical between the handheld device and the future pay-by-space meter equipment.
 - V. Vendor's proposal should note the end-of-shift communications and charging protocols and equipment required.

Proposer's Response: _____

b. Processor & Memory

- I. The hand-held device at a minimum shall have sufficient memory to operate at least three (3) days without downloading data to the system. Vendor's proposal should describe the processor offered.
- II. Unit shall have the ability to be upgradeable.
- III. The system processor shall function with sufficient MHz.

Proposer's Response: _____

c. Operating System

- I. A standard operating system such as Windows, Windows Mobile or other acceptable mobile operating system.

d. Keyboard/Screen

- I. The display screen shall be shock-resistant and support a backlit display. Displays should provide crisp characters that are easy to read. The display should not reflect glare from overhead lighting or other light sources such as sunlight. The display shall be non-fatiguing so that it can be used for an extended period of time without eye discomfort to the operator.
- II. Proposed machines will be evaluated for interface quality. While it is not possible at present to define quantitative specifications for these characteristics, they are of substantial importance to the usability of the product. In particular, the interface shall encourage efficient navigation within the citation process.

Proposer's Response: _____

e. Printer

- I. The printer shall be fully compatible with the hand-held device and the parking enforcement software.
- II. The unit shall be capable of being stored without damage in extreme heat, extreme cold, and humidity.
- III. The print head, connectors, and electronics shall be sealed to protect against moisture, heat and extreme cold.
- IV. The printer shall be unaffected by humidity, extreme heat or extreme cold. The printer shall be capable of printing in the rain.
- V. The field printer shall be capable of printing an official looking form.

- VI. The printer shall be capable of printing enlarged, emphasized, and condensed characters and programmable graphics signatures.
- VII. The printer shall be able to print pictures, machine-readable bar codes and other characters, such as QR codes, on the ticket.
- VIII. The print layout shall be adjustable for changes in the ticket design.
- IX. The information printed on the form shall remain legible and not smear when the form becomes wet.
- X. The printer shall be wireless.

Proposer's Response: _____

f. Additional equipment

- I. Digital imaging: Provision of at least a five (5) megapixels or higher quality camera with a flash capability that can provide up to four (4) images per citation. The preference is for real-time transmission of images. Citation data shall be transmitted to the server in real time. However, consideration will be given to images being downloaded from the handheld equipment at the end of each shift as part of a charging/data transmission scenario. All images shall be date and time stamped by the handheld without interaction by the user. Image quality as finally received by the system will be judged as part of RFP evaluation criteria.
- II. GPS: Each handheld shall have built-in GPS so user locations can be tracked, routes can be displayed over a number of hours and "stop" and/or "gap" reports can be created. If possible, the GPS system should also notify the officer if they are trying to write a ticket to an incorrect location. Example: the officer is writing a ticket on 2nd Street but enters 2nd Avenue on the ticket. The location is far enough from the GPS location of the handheld that the unit notifies the user and asks for verification.

Proposer's Response: _____

The handheld equipment used to issue parking citations shall be able to provide the following processes:

- a. **Notifications:** The handheld should be able to notify the user of various issues that can arise in the field, e.g., a vehicle is tow/boot-eligible, how many notices sent, past citation history, valid permit, etc. These notifications should be definable by the user.
- b. **Reporting issues in the field:** The handheld shall be able to be used for real-time reporting of malfunctioning or missing parking equipment, e.g., signs or meters. Reports shall be able to be directed to specific email addresses/text message so repair staff can be dispatched quickly to repair equipment.

- c. **Repetition of Data:** The handheld software will allow certain user-defined fields to be loaded with information from the previous citation.
- d. **Comments:** The handheld print file shall be adaptable so the user may be able to enter up to three (3) lines of printable comments per citation. Any additional line of comments can be added but not printed on the citation. This additional line can be used as “private” comments by the issuing officer. The Comment file for the handheld should be definable by the City of Rome so specific comments can be found by typing only a few keys. Example: NPD would equal “No Permit Displayed,” SP would equal “Signs Posted,” etc. All shortcuts and long form comments would be definable by the City of Rome. Timed violations require the original time the vehicle was “chalked” and that information should show up separately on the printed ticket.
- e. **Violation requirements:** Certain violations should have requirements that the officer shall follow to issue a citation. Examples:
 - I. All violations require at least one comment in the Comment field.
 - II. Timed violations require the original time the vehicle was “chalked” if the original timing was not performed using the handheld device.
 - III. Permit parking violations require the user to verify the citation issuance if a valid permit is noted and that verification shall be recorded.
 - IV. Handicap parking violations require at least two images. Fire hydrant, crosswalk, and double parking violations require at least one image. The handheld should require the necessary number of images for violations that require them as evidence.
- f. **Audio recording:** The handheld unit shall have a recording feature to allow the officer to record interactions with customers that may be questioned later. This recording shall be attached to the citation.
- g. **Timing:** The handheld shall allow the user to enter data relevant to the location of a specific vehicle for timed enforcement. Example: The vehicle is parked at 400 High Street at 9:04 A.M. and the driver side front tire valve stem is located at 1:00 on an analog clock face. The handheld should allow the user to input the street and stay on the street until otherwise noted. The address for each entry shall be entered by the user. After the first use of an address, it shall be verified before it is used again, so the same address is not entered multiple times unless that is noted as correct by the user. Time entry should be performed by the handheld. If the vehicle is found to have a valid permit, the handheld should notify the user immediately at the time, so no further action is taken if needed. The valve stem location shall be noted by the user. The handheld shall inquire if the data is to be saved and response required.

Proposer’s Response: _____

Immobilization Processing Requirements

The proposed system shall provide:

- a. The correct number of tow-eligible tickets as defined by the City of Rome (not including tickets under appeal, on payment plans or otherwise in dispute) that must be paid prior to the vehicle being released.
- b. The online account will be frozen once the boot citation is written and no further online payments will be received until all tow-eligible citations are paid in full at the City of Rome office.
- c. Electronic notification to a specific email address or text message once all tow-eligible tickets are paid at the City of Rome office.
- d. Setup of tables to allow the City to designate final disposition of vehicles if citations remain unpaid, e.g., towed to (specific vendor), still held for payment, etc. There should also be a field for entry of a Police Department incident report.
- e. The ability to accurately determine how many vehicles are tow-eligible at any time.
- f. Reports on tow-eligible citations searchable by address **and** street to increase the possibility to locate scofflaw vehicles, i.e., where does license plate 123456 receive the bulk of their tickets.

Proposer's Response: _____

Parking Citation Processing Requirements

The parking citation processing system shall include, but not be limited to, the following:

- a. All necessary interaction with the Department of Motor Vehicles (DMV) (vehicle registration information including vehicle identification number), municipal court (hearings and decisions), registered owner information retrieval from nationwide (United States & Canadian Bureau of Motor Vehicles interfaces) Department of Motor Vehicles and all other agencies (vehicle rental car/leasing agencies) necessary for citation processing.
 - I. The system will regularly generate an exception report of license plates that do not have registered owner information. This report will be sent electronically in an Excel format so the data can be manipulated to analyze why no data is found.
 - II. Data acquisition and mail address, error correction, document storage, web payment processing, report generation and distribution, audit and control processes.

- III. The system shall provide a method that allows scheduling and tracking for the appeals or City Court processes. City of Rome staff shall be able to access a listing of all open or closed appeals or hearings requests showing the current status of each request. The system shall provide processes or documents, so City of Rome staff will be able to schedule hearings if needed. The system shall have the ability to update the pay status of any citation where a court decision is entered that would affect the status of any citation involved.

Proposer's Response: _____

Payment Processing System Requirements

The payment processing system for parking citations and parking permits shall include, but not be limited to, the following:

- a. MUST be integrated with Scannet gate equipment software and Munis software.
- b. Payments shall be recorded and updated in real time.
- c. Payment of citations shall be available online except tow/boot/impound fees. Once a vehicle has been towed/booted/impounded, the online account is to be frozen until all debts are satisfied at the City office.
- d. Proposed systems shall be compliant with all current PCI-DSS requirements.
- e. Proposer shall provide all necessary equipment and software as agreed to by the City to support processing of payments, such as:
 - I. Cash drawers as needed:
 - II. Barcode scanners as needed to scan bar codes from citations issued from handheld equipment.
 - III. Imaging scanners to add images or received documents to the system for tracking complaints, appeals, court hearings, NSF checks, etc.
- f. Reporting capabilities to provide the following:
 - I. Citation payments and cash drawer reconciliation on a daily basis;
 - II. Payments received by mail, phone, and Internet;
 - III. Partial payments received and processed;
 - IV. NSF payments returned and actions were taken;
 - V. Credit chargeback's and actions were taken;
 - VI. Bank deposits;
 - VII. Citations forwarded to collections;

VIII. Payments directly related to booting.

Proposer's Response: _____

The vendor shall provide examples/samples of all standard and electronic online reports in their proposal, including, but not limited to:

- a. A full complement of monthly and annual management reports for the City of Rome. The annual report is to be in a fiscal year format beginning January 1, as the start of the fiscal year;
- b. Report of revenue collected for month;
- c. Report of citations issued for month with violation code and fine, plus penalty amounts added to delinquent citations during the reporting month;
- d. Monthly status reports on all parking violations processed; including up to date collection percentage rate;
- e. Monthly payment report identifying collection results by month, to also include delinquent notices;
- f. Monthly status report of open and closed parking violations;
- g. Aged Accounts Receivable Report with status of any collection activity if applicable;
- h. Monthly Summary Management Report showing:
 - I. Monthly and year-to-date number of citations issued;
 - II. Monthly and year-to-date number of payments and revenue received, including current collection rate;
 - III. Comparison of citation issuance and revenues year-over-year for same month over previous two years;
 - IV. Number of voids/adjustments for the current month and year-to-date, summarized by void/adjustment type;
 - V. Number of appeals received for the current month and year-to-date;
 - VI. Monthly and year-to-date appeal dismissals and court decisions, suspensions, summarized by decision where possible.

- VII. Ad-Hoc Reporting Requirements:** The system shall possess a user-friendly report writer feature to allow the City of Rome to query and generate ad hoc reports online. Vendor shall provide on-line query and ad-hoc reporting access. The online query or ad-hoc reporting tool shall directly access data in the master database to provide accurate real-time information. The proposal should explain how reports are generated if the report data can be exported to Excel or other programs, how the City of Rome can generate specific reports based on business needs and a list of other types of reports available.

Proposer's Response: _____

Parking Permit Processing System Requirements

The processing system for parking permits shall include, but not be limited to, the following:

- a. Issuance and payments shall be recorded and updated in real time.
- b. An inventory of the Parking Permit district and the regulated streets within these districts.
- c. Full integration with the ticket processing module, enabling the resolution of parking citations issued incorrectly to permit holders or the withholding of permit sales due to outstanding parking citations.
- d. Financial controls for the tracking and reconciliation of fees collected.
- e. The ability for customers to create and update permits online.
- f. Ability to inquire online using a variety of search parameters.
- g. Ability to generate notices for use in renewal or informational mailings.
- h. Integration with the ticket processing system cashiering module, allowing outstanding balances for parking tickets and new permit sales to take place in one transaction.
- i. Configurable to match existing permit data entry flow, for an easy transition.
- j. Ability to utilize assign/allocate multiple permits to a single address.
- k. Ability to assign multiple vehicles to a single permit (multi-vehicle families).
- l. Allows permit types to be defined with flat-rate, prorated or tiered fee schedules.
- m. Allows a review and approval process for pending applications for permits.

Proposer's Response: _____

Additional Function/Capabilities

Also, consideration should be given to the provision of the following functions and capabilities identified below. Additional pricing for these additional functions and capabilities should only be provided in the Cost Proposal under Price List – Additions/Exceptions/Alternatives so as not to affect any baseline product evaluations:

a. Handheld System Requirements

- I. LPR: The preferred system shall have LPR capabilities that operate in real-time integrating with the permitting, i.e., virtual permits, and enforcement programs, i.e., outstanding citations, amber alerts, etc. The proposal shall include the LPR system as an optional price.
- II. One-button audio recording: It is preferred that the handheld unit has a recording feature accessed by pressing a single button. This recording shall be attached to the citation.
- III. Hot-swap batteries: The preferred handheld shall have hot-swap batteries so units that have data needed for multiple shifts, i.e., timed parking information, can be used by the following shift without the loss of data crucial to enforcement.
- IV. Digital imaging: The preference is for real-time transmission of images without loss of image quality.
- V. GPS: The preferred handheld shall have a GPS system that can notify the officer if they are trying to write a citation on an incorrect location. Example: the officer is writing a ticket on 2nd Street but enters 2nd Avenue on the citation. The location is far enough from the GPS location of the handheld that the unit notifies the user and asks for verification.

b. Parking Citation Processing

- I. The preferred system shall have an account-based system. The ability to connect multiple license plates owing for parking citations. The vendor should explain how the system works in their program, if the account number is assignable will it integrate with other programs? And the process for combining accounts when duplicate accounts are found in the system.
- II. The preferred system shall provide a system that facilitates scheduling, tracking, and support for the appeals of the City Court processes. City staff shall be able to access a listing of all open or closed appeal hearings requests showing the current status of each request. The system shall have a court calendar so, the City staff will be able to schedule hearings for City Court. The system shall have the ability to update the pay status of any citation where a City Court decision is entered that would affect the status of any citation involved.
- III. The system shall have a field to denote how registration owner information was received for a vehicle, such as DMV, 3rd party, appeal form, etc.

- IV. The system shall have a field to denote how registered owner information is attached to a citation, such as an owner, renter, lessee, etc.
- V. The preferred system shall not allow multiple appeals on the same citation.
- VI. The system shall allow automated fee escalation scheduling and penalization.
- VII. The system shall reset per license plate number after three (3) years of original sighting.

c. Payment Processing

- I. The preferred system shall be equipped to meet EMV standards.

d. Parking Permit Processing

- I. The preferred system shall provide the ability to allow first-time applicants to purchase parking permits through an online process. Vendors should clearly explain the process for verification of documentation used to purchase a permit.

e. APP

- I. The preferred system shall provide a City of Rome APP to allow customers to pay for daily parking, hourly parking, purchase permits, pay citations, etc.

Proposer's Response: _____

Additional Information Required

Equipment

Proposer shall include a detailed description of all proposed equipment. Equipment lists should list all required hardware by model numbers and software by name and version. Manufacturer(s), if different from the Vendor's company, should also be listed on the breakdown.

Proposer's Response: _____

Installation

Proposals shall include a detailed description of the proposed installation process, including the services that will be performed as part of the installation.

Proposer's Response: _____

Software Upgrades

Vendor upgrades necessary to correct problems or deficiencies shall be provided to the City of Rome at *no charge* for the life of the contract.

Proposer's Response: _____

Documentation, Operating Guidelines, and Manuals

Vendor shall provide multiple copies of all operating manuals and standard operating procedures and guidelines.

Proposer's Response: _____

Training

Proposer shall train City of Rome personnel and management staff in the use of the system, including proper use of all equipment, database management and report generation software, supervisor functions and capabilities and the use of audit functions. Proposer shall submit a schedule for training, along with training manuals, to the City of Rome for approval one month prior to system start. The selected Vendor will be required to provide up to thirty (30) hours of training time over a one-month period to be scheduled within 30 days of system start. Proposer shall also include per day pricing for additional training. Proposals shall include a training syllabus and standard operating procedure/guidelines.

Proposer's Response: _____

Warranty

Proposers shall provide a minimum of a two (2)-year warranty for software and hardware. The warranty period will start once the equipment is operational and is approved in writing by the City of Rome. Vendor shall note in their proposal the length of their warranty for software and hardware.

Proposer's Response: _____

During the warranty period, software modifications (upgrades) that improve the functionality of the system shall be provided to the owner at no additional cost. All warranties are to be delivered to the City of Rome prior to the commencement of the warranty period.

Proposer's Response: _____

Maintenance Agreement

Each Proposal shall include a detailed outline for equipment and system maintenance. Maintenance shall be performed under warranty for at least two years. Any other software and/or hardware maintenance program or requirement shall be outlined in the proposal.

Proposer's Response: _____

Service

As part of the warranty process, the Proposer shall provide timely same day response for any service calls placed between 8:00 AM to 5:00 PM, Monday through Friday (excluding major holidays) regarding technical services and support for the citation issuance system. (All times listed are Eastern Time.) Service calls placed after 5:00 PM or during weekends or holidays shall be answered by 10:00 AM the following business day. Proposals shall define normal business hours, days, as well as holiday schedule. Proposer shall illustrate how they will provide service and support on both hardware and software. If Proposer is to use a sub-contractor or distributor, such sub-contractor/distributor shall be presented in the Proposal and is subject to approval by the City of Rome.

Proposer's Response: _____

Pricing Information

PRICING

All hardware, software, licenses and related equipment shall be included an itemized price breakdown. Equipment shall be sorted in accordance with the pricing plan. Equipment proposed to be installed shall be clearly identified by part and/or model number, quantity and unit pricing.

All software applications and modules, configurations, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list. Proposers must include a listing of all services to be provided by the vendor.

The preferred system shall be priced at a flat rate instead of per citation.

There shall be no collection fees attached to citations.

Proposer's Response: _____

BID FORM

TO: City of Rome – Purchasing Department
ATTN: JOHNNNA M. ALLEN
P.O. Box 1433
601 Broad Street
Rome, Georgia 30162-1433

“029-18 – Parking Services Software”

Quantity	Description	Unit Price
1	Parking Services Software	\$ _____

Expected Delivery/Completion Date: _____

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Purchasing Department.

Name of Individual, Partner
Or Corporation

Company

Title

Address

Authorized Signature

City, State, Zip Code

Company phone number

Please Attach Company Contact’s Business Card:

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the bidder has liability insurance and a declaration of insurance form is included in the bid package.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **August 21, 2018 @ 10:00 AM** but may not be withdrawn after such date and time.
- That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.
- That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.
- If a partnership, a general partner must sign.
- If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: _____

Signature: _____

Title: _____

Subscribed and Sworn to before me this _____ day of _____, 20 _____

Notary Public

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

CITY OF ROME, GEORGIA
E-VERIFY COMPLIANCE AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Rome, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city) _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: