



PURCHASING DEPARTMENT

Johnna M. Allen, Director
Randy E. Self, Purchasing Agent
Gina Brown, Buyer I

ADDENDUM I
QUESTIONS & ANSWERS

1. How many copies of the proposal response do we need to submit – **4 copies**
2. What is the term of the contract? – **3 years**
3. Which individuals/departments will be involved in the evaluation process? – **Purchasing, Downtown Development, Parking Services and IT**
4. If the vendor does not include contract exceptions with its proposal, will that vendor still have the opportunity to negotiate terms later in the process? – **No**
5. Who is the City's current enforcement provider? – **T2 Systems**
6. How many citations does the City issue each year? – **Approximately 3000**
7. What percentage of citations go uncollected each year? – **Approximately 10%**
8. What is the escalation schedule for citations? – Violation code for overtime is the only one that escalates and is currently under review; **Warning, \$10, \$20, \$40, \$80. *all fines double after 5 business days**
9. What is the average fine for each citation and the penalty fine for each escalation period? - Currently under review; **Warning, \$10, \$20, \$40, \$80 *all double after 5 business days**
10. Does the current provider charge a convenience fee for online payments? Do not currently have this service. **Online is currently processed via ERP software provider with a convenience fee.**
11. What type of handheld units is the City currently using? – **Mobile enforcement app/Apple Iphone**
12. Does the City have a preference of a single unit issuance device to smart phone and Bluetooth printer combination? **No**

13. When does the City intend on launching the system? **2018 – if possible.**

14. Under additional function capabilities section b payment processing, item VII – The system shall reset per license plate number after 3 years of original sighting. Please explain the process or solution the City of Rome is attempting to require by this reset. **The City strives to change behavior and for that reason we have an escalated fee schedule, however we realize that sometimes the downtown employee that gets several tickets may become a customer and for that reason we want to give individuals an opportunity to start over in our system. 3 years from the date of the first citation we reset the fee schedule.**

15. What is the number of permits that the City issues annually? **Approximately 1,000.**

Thank you,

Johnna M. Allen
Purchasing Director