SUBJECT: MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS

BID #: ESC-0398-21

OPEN DATE: 7/7/2021

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: EVALUATED BID – FROM DATE OF CONTRACT EXECUTION THROUGH SEPTEMBER 30, 2022 WITH FIVE (5) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: DOWNTOWN INVESTMENT AUTHORITY – OFFICE OF PUBLIC PARKING

BASIS OF AWARD: HIGHEST SCORE(S) BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (10) **NUMBER RECEIVED:** (5) **OTHER:** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP closed on July 7, 2021 with five (5) responses received. Passport Labs, Inc. failed to provide annually reviewed/audited financial statements for FY19 and FY20 as was required per Addendum 1. Premium Parking Service, LLC failed to meet the minimum qualification requirement of providing their services to at least two (2) municipalities in Florida with at least five hundred (500) meters/spaces and 450,000 annual transactions. Recommend approval to reject Passport Labs, Inc. and Premium Parking Service, LLC as being non-responsive.

The Evaluation Committee has completed their review and requests approval to enter into contract negotiations with the top-ranked firm, ParkMobile, as indicated below.

Supplier	Total Points Average	Rank
ParkMobile	93.25	1
Pay-By-Phone Technologies, Inc.	91.00	2
Parkeon, Inc. dba Flowbird	89.50	3

ATTACHMENTS: Recommendation Memo, Rejection Letters, Scoring Matrix, Attachment B, Addenda 1 & 2, Section 1.4, Section 2.6, Previous Award

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: LORI BOYER, CEO, DOWNTOWN INVESTMENT AUTHORITY

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Downtown Investment Authority

August 6, 2021

MEMORANDUM

To: Gregory W. Pease
Chief, Procurement Division

From: Guy Parola
Operations Manager
Downtown Investment Authority

RE: ESC-0398-21 Mobile Phone/Application Services for Parking Payments

The RFP referenced above was opened on July 7, 2021, with five (5) responses received. Passport Labs, Inc. failed to provide annually reviewed/audited financial statements for FY19 and FY20 as required per Addendum 1. Premium Parking Service, LLC failed to meet the minimum qualification requirement of providing their services to at least two (2) municipalities in Florida with at least five hundred (500) meters/spaces and 450,000 annual transactions. The Evaluation Committee recommends rejection of the responses from Passport Labs, Inc. and Premium Parking Service, LLC as being non-responsive.

The Evaluation Committee also requests approval to enter into contract negotiations with the highest-ranking firm, ParkMobile, for mobile phone/application services for parking payments.

Thank you for both your assistance and consideration with these matters.

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: August 2, 2021

Via Email: rfp@passportinc.com

Bidder's Name: Passport Labs, Inc.

Address: 128 S Tryon Street, Suite 2200, Charlotte, NC 28202

Contact Name: Bob Ruybal, Regional Sales Director

Bid No: ESC-0398-21

Title: Mobile Phone/Application Services for Parking Payments

Date Opened: July 7, 201

REASON FOR RECOMMENDED BID REJECTION: For being non-responsive; specifically, for not providing annually reviewed/audited financial statements for FY19 and FY20 as was required per Addendum 2.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, August 5, 2021 at 1:00 p.m.

Purchasing Analyst's Signature:

David R. Klages, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: August 2, 2021

Via Email: bmontgomery@premiumparking.com

Bidder's Name: Premium Parking Service, LLC

Address: 601 Poydras Street, Suite 1500, New Orleans, LA 70130

Contact Name: Ben Montgomery, President

Bid No: ESC-0398-21

Title: Mobile Phone/Application Services for Parking Payments

Date Opened: July 7, 201

REASON FOR RECOMMENDED BID REJECTION: For being non-responsive; specifically, for not meeting the minimum qualification requirement of providing your services to at least two (2) municipalities in Florida with at least five hundred (500) meters/spaces and 450,000 annual transactions.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, August 5, 2021 at 1:00 p.m.

Purchasing Analyst's Signature: _____

David R. Klages, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

RESPONSE EVALUATION SCORING MATRIX

TITLE: MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS
RFP NO: ESC-0398-21
OPEN DATE: JULY 7, 2021
ANALYST: DAVID KLAGES
NO. INVITED: (10) **RECEIVED:** (5) **OTHER:** (0)
RECORDED BY: MELISSA PIERCE

Suppliers/Reviewers	Application / Service Functionality	Ability, Capability, Skill	Experience, Qualifications, Personnel	Customer Convenience Fees	Merchant of Record Fees	JSEB Participation	Total	Rank
ParkMobile								
Robert Carle	35.00	25.00	15.00	7.00	10.00	5.00	97.00	
John Crescimbeni	30.00	24.00	15.00	2.00	10.00	5.00	86.00	
Guy Parola	33.00	25.00	15.00	4.00	10.00	5.00	92.00	1
Bill Schaefer	35.00	25.00	15.00	8.00	10.00	5.00	98.00	
Average	**33.25**	**24.75**	**15.00**	**5.25**	**10.00**	**5.00**	**93.25**	
PayByPhone Technologies, Inc.								
Robert Carle	30.00	25.00	15.00	9.00	9.00	5.00	93.00	
John Crescimbeni	32.00	22.00	15.00	6.00	6.00	5.00	86.00	
Guy Parola	32.00	25.00	15.00	7.00	5.00	5.00	89.00	2
Bill Schaefer	33.00	24.00	15.00	10.00	10.00	4.00	96.00	
Average	**31.75**	**24.00**	**15.00**	**8.00**	**7.50**	**4.75**	**91.00**	
Parkeon, Inc. dba Flowbird								
Robert Carle	30.00	25.00	14.00	10.00	7.00	5.00	91.00	
John Crescimbeni	28.00	20.00	15.00	10.00	4.00	5.00	82.00	
Guy Parola	32.00	23.00	15.00	8.00	5.00	5.00	88.00	3
Bill Schaefer	34.00	25.00	15.00	9.00	10.00	4.00	97.00	
Average	**31.00**	**23.25**	**14.75**	**9.25**	**6.50**	**4.75**	**89.50**	

RESPONSE EVALUATION SCORE SHEET

TITLE: MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS
RFP NO: ESC-0398-21
OPEN DATE: JULY 7, 2021
ANALYST: DAVID KLAGES
NO. INVITED: (10) **RECEIVED:** (5) **OTHER:** (0)
RECORDED BY: MELISSA PIERCE

Evaluation Criteria	Maximum Points	Parkeon, Inc. dba Flowbird	ParkMobile, LLC	PayByPhone Technologies, Inc.
Application/Service Functionality and Proposer Viability	35	30	35	30
Ability, Capability, and Skill to perform the Scope of Work	25	25	25	25
Firm's Experience, Qualifications, and Personnel/Project Staff	15	14	15	15
Cost (Customer Convenience Fees)	10	10	7	9
Cost (Merchant of Record Fees)	10	7	10	9
JSEB Participation	5	5	5	5
TOTAL POINTS:		91	97	93

Sub-Committee Member Name: ROBERT A. CARLE

Signature:

Date: 8/2/21

RESPONSE EVALUATION SCORE SHEET

TITLE: MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS
RFP NO: ESC-0398-21
OPEN DATE: JULY 7, 2021
ANALYST: DAVID KLAGES
NO. INVITED: (10) **RECEIVED:** (5) **OTHER:** (0)
RECORDED BY: MELISSA PIERCE

Evaluation Criteria	Maximum Points	Parkeon, Inc. dba Flowbird	ParkMobile, LLC	PayByPhone Technologies, Inc.
Application/Service Functionality and Proposer Viability	35	28.0	30.0	32.0
Ability, Capability, and Skill to perform the Scope of Work	25	20.0	24.0	22.0
Firm's Experience, Qualifications, and Personnel/Project Staff	15	15.0	15.0	15.0
Cost (Customer Convenience Fees)	10	10.0	2.0	6.0
Cost (Merchant of Record Fees)	10	4.0	10.0	6.0
JSEB Participation	5	5.0	5.0	5.0
	TOTAL POINTS:	**82.0**	**86.0**	**86.0**

Sub-Committee Member Name: **John Crescimbeni**

Signature:

Date: **July 30, 2021**

RESPONSE EVALUATION SCORE SHEET

TITLE: MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS
RFP NO: ESC-0398-21
OPEN DATE: JULY 7, 2021
ANALYST: DAVID KLAGES
NO. INVITED: (10) **RECEIVED:** (5) **OTHER:** (0)
RECORDED BY: MELISSA PIERCE

Evaluation Criteria	Maximum Points	Parkeon, Inc. dba Flowbird	ParkMobile, LLC	PayByPhone Technologies, Inc.
Application/Service Functionality and Proposer Viability	35	32.0	33.0	32.0
Ability, Capability, and Skill to perform the Scope of Work	25	23.0	25.0	25.0
Firm's Experience, Qualifications, and Personnel/Project Staff	15	15.0	15.0	15.0
Cost (Customer Convenience Fees)	10	8.0	4.0	7.0
Cost (Merchant of Record Fees)	10	5.0	10.0	5.0
JSEB Participation	5	5.0	5.0	5.0
TOTAL POINTS:		**88.0**	**92.0**	**89.0**

Sub-Committee Member Name: Guy Parola

Signature:

Date: August 4 2021

RESPONSE EVALUATION SCORE SHEET

TITLE: MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS
RFP NO: ESC-0398-21
OPEN DATE: JULY 7, 2021
ANALYST: DAVID KLAGES
NO. INVITED: (10) **RECEIVED:** (5) **OTHER:** (0)
RECORDED BY: MELISSA PIERCE

Evaluation Criteria	Maximum Points	Parkeon, Inc. dba Flowbird	ParkMobile, LLC	PayByPhone Technologies, Inc.
Application/Service Functionality and Proposer Viability	35	34.00	35.00	33.00
Ability, Capability, and Skill to perform the Scope of Work	25	25.00	25.00	24.00
Firm's Experience, Qualifications, and Personnel/Project Staff	15	15.00	15.00	15.00
Cost (Customer Convenience Fees)	10	9.00	8.00	10.00
Cost (Merchant of Record Fees)	10	10.00	10.00	10.00
JSEB Participation	5	4.00	5.00	4.00
	TOTAL POINTS:	97.00	98.00	96.00

Sub-Committee Member Name: WILLIAM M. SCHAEFER

Signature:

Date: 7/30/2021

RECOMMEND PARK MOBILE

Attachment B
Evaluation Matrix

CRITERION	DESCRIPTION	MAXIMUM POINTS
Application/Service Functionality and Proposer Viability	Using the Proposer's submittal of the Exhibit A questionnaire, rate the overall effectiveness of the firm's solution.	35
Ability, Capability, and Skill to perform the Scope of Work	Based on the Proposer's Statement of Qualifications, rate the firm's ability to satisfy the requirements of the RFP.	25
Firm's Experience, Qualifications, and Personnel/Project Staff	Based on the Proposer's Statement of Qualifications, rate the firm's personnel and past successes.	15
Cost (Customer Convenience Fees)	Based on the Proposer's Statement of Customer Convenience Fees for use of the Mobile Payment Service.	10
Cost (Merchant of Record Fees)	Based on the Proposer's Schedule of Processing and Transaction Fees as the Merchant of Record.	10
JSEB Participation	Award points if the Proposer intends to utilize certified JSEB sub-contractors.	5
	TOTAL:	**100**

CITY OF JACKSONVILLE
PROCUREMENT DIVISION
Ed Ball Building, 8th Floor
214 N. Hogan Street
Jacksonville, Florida 32202

ADDENDUM NO:	**ONE (1)**
BID NUMBER:	**ESC-0398-21**
TITLE OF BID:	**MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS**
OPENING TIME AND DATE:	**JULY 7, 2021 @ 2:00 P.M.**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

1. **CLARIFICATION OF DUE DATE:**
The due date for this solicitation is July 7, 2021. Section 1.9 is hereby revised to read July 7, 2021; not June 28, 2021.

2. **CLARIFICATION OF BUSINESS REFERENCES AND FINANCIAL REFERENCES:**
Business References (Section 1.4 and Form 4) shall hereby mean references that can offer verification of your firm's ability to perform the services requested in this RFP along with verifiable experience.

Financial References are hereby revised as follows:

"Respondent must provide annually reviewed/audited financial statements, including balance sheets and income statements, for the two (2) most recent fiscal years (FY19 and FY20). **Provide only one (1) copy in a separate sealed envelope marked "Confidential". Include a scanned copy of the financial statements on your flash drive (see Section 2.4).**

Financial references will be used to verify your firm has the capital to implement your proposed system.

3. **QUESTION:**
When does the City intend on launching the system?

ANSWER:
October 1, 2021 or ASAP thereafter.

4. **QUESTION:**
What is the average hourly rate for the City's on-street spaces?

ANSWER:
$2.00 per hour.

5. **QUESTION:**
What is the average parking transaction dollar amount?

ANSWER:
$1.05 in April 2021; $1.15 in May 2021; $1.19 in June 2021 (to date (June 14th)).

6. **QUESTION:**
Can the City please confirm that this RFP is for on-street parking only?

ANSWER:
Yes, this RFP is for on-street parking only.

7. **QUESTION:**
Who is the City's merchant services/credit card processing provider?

ANSWER:
Bank of America, Fiserv (processor).

8. **QUESTION:**
Re: page 4 - 1.11 - Response Opening – Can the City please send an optional Zoom link so the Bid Opening can be watched by vendors?

ANSWER:
Please use the link below. Please note that only the names of the responding firms will be announced.

https://us02web.zoom.us/j/83591525938?pwd=eHBqb1IjRWYvY0szeWVPV3IxTDVFZz09

9. **QUESTION:**
Re: page 28 Section 4 .3.2 – The RFP states: "The system must be able to interface with the City's Parking Citation Management System. Interface real time with the existing multi-space meter software and handheld or other enforcement citation devices as indicated below."
   - IPS M5 Meter
   - Duncan Solutions / Two Technologies N5 / Z1 HHU
   - ELSAG Plate Hunter LPR (ALPR system)

However, on page 68, under "Functional Category: Manage Enforcement":
   - Item 1 lists Digital Payment Systems street multi-space meters
   - Item 4 lists Digital Payment Systems EMS SW
   - Item 5 lists T2 Systems Software

Can the City please explain in more detail the enforcement relevance, utilization, and interface requirements for the digital on-street multi-space meters and T2 systems software with the previously stated IPS M5 meters, Duncan Citation Enforcement, and ELSAG LPR systems?

ANSWER:
Please disregard the referenced Section on page 68 (it is left over from a previous RFP). Also, please disregard any references to T2 systems. As it relates to IPS and Duncan citation management, it is the City's desire that a real time transfer of payment data be made to these vendor systems so that the City's parking enforcement officers know whether a meter/space is paid for.

10. **QUESTION:**
Regarding the IPS integration, is the City aware that they will be charged by IPS to enable and maintain this integration? In addition, is the City aware that pushing mobile payment data to the single-space meters significantly reduces the battery life of the meter?

ANSWER:
Yes, the City is aware of both.

11. **QUESTION:**
Can the City please provide an overview of its expectation for the following interfaces, noting the form of the integration and the specific data to be transferred:
   - City's ICloud ERP
   - City's MyJax CRM
   - Tax Collector's Tax Revenue System
   - ESRI and Google Maps GIS with "You Are Here" support

ANSWER:
Interaction between the successful respondent(s) and the Duval County Tax Collector will be required for the transmittal of monthly revenue (collected from the application) to the City. Such remittance could be accomplished by a monthly check payment or industry standard ACH transaction.

MyJax (CRM) may be used in the event the City desires integration between the mobile phone parking payment solution and MyJax for reporting issues with the pay-by-cell process. For example, some applications have the capability in-application to report problems that automatically create a problem ticket. This could be done manually thereby eliminating the need for the interface.

ESRI and/or Google Maps are the City's solutions for GIS and geolocation. For example, users can drop pins for the location of the spot where they are parking, and the mobile phone payment application can leverage geolocation to indicate where the spot is, the parker parked, etc.

12. **QUESTION:**
Section 2.3 Format/Content of Responses – The RFP states "When responding to specific questions, please reprint each question in its entirety before the response." In light of this, can the City provide more detail about the information that should be included in response to Tab 5: Statement of Qualifications? Are there certain requirements that should be pasted into this section and responded to?

ANSWER:
For Tab 5 Statement of Qualifications (under Attachment A on page 41), please just reprint which evaluation criterion (from Attachment B on page 42) you are providing information for in order to help the evaluation committee identify which criterion it relates to. Please use your judgement as to what information would best detail your firm's ability to provide the services requested in the RFP.

13. **QUESTION:**
Can the City please confirm if the 3 "financial references" listed in Section 1.4 (Minimum Requirements for Contractors) is the same requirement as the "business references" listed in Form 4 (Business References)?

ANSWER:
Please see Item 2 of this addendum.

DATE June 14, 2021 **BUYER** David Klages

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Title

Company

Date

End of Addendum 1

CITY OF JACKSONVILLE
PROCUREMENT DIVISION
Ed Ball Building, 8th Floor
214 N. Hogan Street
Jacksonville, Florida 32202

ADDENDUM NO:	**TWO (2)**
BID NUMBER:	**ESC-0398-21**
TITLE OF BID:	**MOBILE PHONE/APPLICATION SERVICES FOR PARKING PAYMENTS**
OPENING TIME AND DATE:	**JULY 7, 2021 @ 2:00 P.M.**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

1. **QUESTION:**
Pertaining to Section 1.15 Part C (page 6) of the RFP, as there will be no cost to the City for the deployment of the app, thus making the total project less than $100,000, does the performance bond apply? If it does, will the City consider reducing the performance bond to an amount that more closely matches the vendor's expected convenience fee revenue?

ANSWER:
The requirement for a performance bond is hereby removed.

2. **QUESTION:**
How many active parking meter heads does the City have?

ANSWER:
There are nine hundred and twenty-eight (928) active "smart" meters that will be affected by this project.

3. **QUESTION:**
Regarding "Business References," is the City looking for traditional municipal references that can speak to the vendors' ability to perform the scope of services outlined in this RFP?

ANSWER:
Business references should be able to vouch for the vendor's ability to perform the scope of services in ***Section 4 – Description of Services and Deliverables*** as well as Items 3 and 4 in ***Section 1.4 – Minimum Requirements for Contractors***; however, if the business reference is not willing to go on the record to speak of the vendor's performance he/she should at least be able to confirm the period of service, number of meters/spaces affected by the service, etc.

4. **QUESTION:**
How many business references are required?

ANSWER:
Per Item 2 in ***Section 1.4 – Minimum Requirements for Contractors***, no less than ten (10) municipalities currently using the Contractor's service in the United States, and at least two (2) municipalities in Florida using Contactor's service with at least five hundred (500) meters/spaces and 450,000 annual transactions dating back at least three (3) years.

For each Business Reference, please provide:

- The name of the municipality
- The month/year the service was initiated and the month/year the service ended (or indicate that it is still being used)

- A contact name, phone number, and email address
- The number of meters/spaces the service affects
- The number of annual transactions

5. **QUESTION:**
Regarding "Financial References" (if a separate requirement from Business References), is the City looking to obtain references related to the vendors' financial stability (i.e. a letter from a bank or financial institution). If so, what information are vendors required to include from these financial references?

ANSWER:
Please see Addendum 1 for the required information from Financial References.

DATE June 17, 2021 **BUYER** David Klages

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Title

Company

Date

End of Addendum 2

The firm(s) shall be qualified and experienced in the industry and propose best practices currently being used by Government Parking Agencies.

The Vendor(s) shall assume all legal, project management, and financial responsibility for all hardware, software, and professional services purchased through the Vendor(s) for this project, including integration, implementation, training, maintenance, and support, necessary to satisfy the requirements described in this RFP. The Vendors shall be responsible for all aspects offered in their proposal, whether performed by the Vendor's own employees or through the use of subcontractors. The Vendor(s) shall serve as the Merchant of Record for all mobile payment/application transactions on behalf of the City of Jacksonville.

Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement.

The initial term of agreement will commence upon execution of the Contract and will continue through September 30, 2022. Buyer will have the option to renew such agreement for up to **five (5)** additional **one (1)** year terms at the discretion of the City. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Requirements for Contractors.

Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive.

Each Proposal must include information that clearly indicates that Contractor meets the following Minimum Requirements, as well as those outlined in Section 4, Description of Service and Deliverables, and must provide all requested information as set forth below.

1. Contractor shall provide current proof of all business licenses required by local, State, and Federal law as applicable.
2. Greater than three (3) years of experience providing Mobile Phone/App Service for on-street parking meter payment, to include electronic systems software with mobile device payment capabilities and implementation. No less than ten (10) municipalities currently using the Contractor's service in the United States, and at least two (2) municipalities in Florida using Contactor's service with at least five hundred (500) meters/spaces and 450,000 annual transactions
3. Contractor shall have the ability to provide a means for identifying the location of a vehicle legally parked using the service through particular identifying information such as, but not limited to, parking meter number, unique meter location identification, smartphone location, etc. as directed by the City.
4. Contractor shall have the ability to transmit data that accurately depicts the geographic location of a service user's vehicle location to the City.

In addition, Contractor must provide a minimum of three (3) financial references that can substantiate their ability to support the services required for the period of contract with the City. **Provide one (1) hardcopy in a separate sealed envelope marked "Confidential". Scan the financial references as a separate file from the RFP response and include the scanned file on the same flash drive containing the RFP response (see *Section 2.4 Submission of Responses*).**

1.5 Equal Business Opportunity Program.

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

2) One (1) hardcopy of the entire Response.

3) One (1) digital scanned copy (in pdf format) of entire Response, on a flash drive.

4) One (1) REDACTED scanned copy of the Response (**if necessary**, pursuant to Section 2.12). This copy should be marked "Confidential - Trade Secret" or something comparable to alert the reader of Contractor's claim of a public records exemption.

All copies are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) Contractor's name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 Evaluation of Responses.

A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors.

B. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

C. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 Award of Contract.

A. The process for contract award is set forth in Jacksonville Ordinance Code Sections 126.204. Generally, Buyer will award the Contract to the responsible and responsive proposer whose Response is determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Section 126.201(d)(4) and 126.201(n), *Ordinance Code*. If an agreement cannot be reached with the highest ranked Contractor, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached.

B. Buyer may make an award within sixty (60) days after the date the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded, or Buyer receives from Contractor written notice that the Response is withdrawn. [Note: Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.]

C. Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract, but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

D. Based on the evaluation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with Buyer a notice of protest in accordance with the Protest provisions of the RFP. Buyer does not intend to provide tabulations or notices of award by telephone.

2.7 **Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract.

If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law.

2.8 **Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Competitive Sealed Proposal Evaluation Committee), shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Contact Person identified in Section 1 at least forty-eight (48) hours prior to the meeting.

2.9 **Ex-Parte Communications.** Communications regarding the RFP by a potential vendor, service provider, bidder, lobbyist or consultant to City employees, staff, or hired consultants are prohibited. This prohibition includes communications with the Buyer's Office of General Counsel unless the Contact Person has authorized those communications in advance. Violations may result in the rejection/disqualification of a Response.

These prohibitions on ex-parte communications do not apply to the following:

- communications regarding the RFP to the Chief of the Procurement Division or the Contact Person, provided the communication is limited strictly to matters of process or procedure already contained in the RFP.
- communications with the City employee responsible for administering the Jacksonville Small Emerging Business Program, provided the communication is limited strictly to matters of programmatic process or procedures.
- communications at any pre-bid conferences.
- communications with the Office of Inspector General and his/her staff regarding any perceived inefficiency, misconduct or abuse by City employees.
- presentations before publicly noticed committee meetings.
- contract negotiations during any duly noticed public meeting.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Competitive Sealed Proposal Evaluation Committee ("CSPEC")

FROM: Gregory Pease, Chief of Procurement

DATE: May 21, 2021

RE: Request for Approval to Utilize Competitive Sealed Proposal Process

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Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor or contractors to provide **Pay-By-Phone Application Services for Parking Payment**. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP has been reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP has been reviewed and approved by ITD regarding cyber security.

The RFP has been reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Plan.

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Teresa R. Eichner
Finance Director or designee

Procurement Chief or designee

General Counsel or designee

Department/Agency Representative

Public Works Director or designee