REQUEST FOR PROPOSAL
RFP #BID2018-03

Parking Meter Purchase and Installation

PROPOSALS SUBMITTAL DEADLINE
2:00 p.m. on September 14th, 2018

The City of Dunnellon
201750 River Drive
Dunnellon, FL 34431
Attn: Jan Smith
Finance Officer
352-465-8500 ext.1003
jsmith@dunnellon.org
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Introduction

The City of Dunnellon is seeking Proposals from qualified firms or individuals to provide a new parking meter payment system (software and hardware) in the parking lots of the following City facilities: City Hall, Datesman Park Overflow, and at Chaplin A. Dinkin’s, III Memorial Park (City Beach). The City will select the best proposed solution from the most qualified firm, while taking current products and services as well as operational flexibility, product innovation, and development of current and future product and service offerings into consideration.

A. Purpose of the RFP

The Request for Proposal (RFP) solicits responses which enable the City to select the most qualified vendor to provide the services detailed in the attached Scope of Work (Attachment A). As a result of the RFP process, the City intends to execute an agreement for a two (2) year period and will automatically be renewed for successive two (2) year periods unless the City notifies Vendor in writing to the contrary at least fifteen (15) weeks before the expiration of the original term or any subsequent renewal—with the selected vendor.

B. Scope of Work

The Scope of Work includes, but is not limited to the purchase and installation of approximately 13 double meters, 1 single meter and 2 kiosk ticket machines serving approximately 69 vehicles spaces as outlined in Exhibit A, Scope of Work.

The actual number of meters to be replaced will be determined in consultation with the selected vendor and will depend on a number of factors, including cost and strategic planning.

Projected duration of this project is to begin immediately following award of bid by City Council, which is estimated to be on September 24th and take no longer than four to eight weeks to complete project in its entirety. The City intends to enter into a software and maintenance agreement with the selected vendor for a two (2) year period and will automatically be renewed for successive two (2) year periods unless the City notifies Vendor in writing to the contrary at least fifteen (15) weeks before the expiration of the original term or any subsequent renewal.

C. Additional Services

The vendor may be asked, at the City’s discretion, to perform additional related tasks beyond those currently anticipated above. Any additional services required beyond those set forth in this Agreement shall be performed only if mutually agreed to in writing by the City and the selected vendor. Services may also include additional work, which will be billed as “additional work”, at the direction of the City Administrator. All work to be performed shall be in accordance with the City of Dunnellon RFP and Scope of Work (Exhibit B), and shall be overseen by the Chief of Police and Public Works Supervisor. The City reserves the right to ask any other vendor to bid on the same “additional work”.

D. General Terms and Conditions
The vendor must be able to meet the terms and conditions set forth below and in the attached proposed draft Agreement (Attachment C) and shall not change the wording in the attached specifications or conditions. Any explanation or alternative offered shall be set forth in a letter attached to the front cover of the specification. Alternatives which do not substantially comply with the City's specification may not be considered. Conditional proposals cannot be accepted. The bidder’s attention is directed below and to the attached Agreement (Attachment C) for other contractual requirements.

**Obtaining Bid Documents.**
Bidders may obtain one set of bid document forms from:
- City Hall
- City Clerk’s Office
- 20750 River Drive
- City of Dunnellon, FL 34431
- mroberts@dunnellon.org
- [http://www.dunnellon.org/Bids.aspx](http://www.dunnellon.org/Bids.aspx)

**Pre-Proposal Conference.**
A **Non-Mandatory** Pre-Proposal Conference will be held in City Hall, 20750 River Drive, Dunnellon, FL 34431 at 11:00 a.m. on Thursday, September 6, 2018. The purpose of this Pre-Proposal Conference is to review the requirements and specifications for the above requested bid proposals. All interested parties are encouraged to attend this meeting, but not required to do so.

**Responses Due.**
Sealed proposals will be received by the City Clerk in City Hall, 20750 River Drive, Dunnellon, FL 34431, until 2:00 p.m. on Friday, September 14, 2018. It is the bidder’s responsibility to assure that their sealed proposal clearly marked #BID2018-03 Parking Meter Purchase and Installation is delivered to the City Clerk on or before 2:00 p.m. on September 14, 2018. Any untimely proposal will not be accepted or considered regardless of the reason.

**Opening Proposals at 2:01 p.m. on September 14, 2018.**
All proposals will be publicly opened and acknowledged in Council Chambers at 2:01 p.m. on September 14, 2018. Pursuant to § 119.071(1)(b)2, Florida Statutes, sealed bids, proposals, or replies received by an agency pursuant to invitations to bid are exempt from the requirements of the Public Records Act, § 119.07(1) and Article I, Section 24(a), of the Florida Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

**Preparation of Proposals.**
Proposals shall be made on bid forms furnished by the City, unless otherwise requested within the specifications. Fill in all blank spaces and submit one (1) original clearly marked on the outside of the envelope – ORIGINAL, and 5 copies clearly marked on the bid and envelope as COPY, and one electronic copy.
Proposals shall be signed in ink with the name of the bidder typed below the signature. Where the bidder is a corporation, limited partnership, limited liability company, or other entity other than an individual, proposals must be signed by an authorized representative of the entity in ink, in longhand (with the typed or printed name of the signer, as signed, below the signature) with the legal name of the entity followed by the name of the entity’s state of incorporation or registration and the legal signature of an officer authorized to bind the entity to a contract. A bidder may be requested to present evidence of his, her, or its experience and qualifications and the entity’s financial ability to carry out the terms of the contract.

Proposal Submittal.
Submit your response directly to the City Clerk, in City Hall, in an opaque, sealed envelope. Identify the envelope and clearly marked with the following information.

Proposal Name
Proposal Number #BID2018-03 Parking Meter Purchase and Installation
Name of company/individual submitting proposal
List all addendums received by Proposal Company

Basis of Bids/Proposals.
The words “Bid” and “Proposal” shall be interpreted to have the same meaning for purposes of these specifications, terms and conditions. Bidder will include all cost items; failure to comply may be a cause for rejection. It is the intent of the City to promote competitive bidding. It shall be the responsibility of the bidder to advise the City Administrator of any language, requirements, etc. or any combination thereof, which the bidder feels may inadvertently restrict or limit the requirements stated in the specifications to a single vendor or manufacturer. Such notification must be made in writing at least ten (5) working days prior to opening date and time of the proposal.

Bid Prices.
The bidder warrants by virtue of bidding that the prices, terms and conditions quoted in this bid will be firm for a period of ninety (90) days from the date of the bid opening unless otherwise specified by the bidder, and shall not be amended after the date of time of the bid opening. Any attempt by the successful bidder to amend said bid prices except as otherwise provided herein shall constitute an actionable default.

Amounts specified herein are for fixed price work or products, including all prices for equipment, labor and materials required to perform the work or deliver the product(s) specified herein as of date of contract commencement. The bidder, having familiarized itself with the local conditions, and terms and conditions listed herein, proposes to furnish all labor, materials, equipment and other items, facilities and services, without exception, for the proper execution and completion of the Contract, and if awarded the Contract, to complete the required work or deliver the required product(s) as specified within the bid/proposal package set forth by the City of Dunnellon.
**Contract Terms.**

Unless otherwise agreed in a written document approved and signed by the City, work on this Contract shall commence after approval by both parties tentatively scheduled for September 24, 2018.

Projected duration of this project installation is September 25, 2018 through November 20, 2018. The City intends to enter into a software and maintenance agreement with the selected vendor for a two (2) year period and will automatically be renewed for successive two (2) year periods unless the City notifies Vendor in writing to the contrary at least fifteen (15) weeks before the expiration of the original term or any subsequent renewal.

Additional renewal periods may thereafter be approved by the parties with durations subject to mutual agreement of the Parties.

Changes in the scope of services or prices, whether proposed by the Vendor or the City, intended to apply to the renewal and/or extension period shall be presented by City staff to the City Council for approval or rejection prior to the expiration of the Contract.

**Invoicing & Payment.**

Prompt Pay Policy - It is the policy of the City of Dunnellon to fully implement the provisions of the State of Florida Local Government Prompt Payment Act. For more information, please refer to Florida Statute 218.70.

Withholding Payment -
In the event a contract is canceled under any provision herein, the City of Dunnellon may withhold from the Vendor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

100% of Payment will be made upon completion of the project, (including training on software) and satisfactory inspection by the Project Manager, Chief of Police.

**Taxes.**

The City of Dunnellon is exempt from Federal taxes, as well as State sales tax (Tax exemption number 85-8012621561C7).

**Mistakes.**

Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all other instructions provided herein. Failure to do so will be at the Bidder’s risk and the City may reject bids for any mistakes by the Bidder that the City deems substantial, in its sole discretion. Furthermore, the City is not obligated to give the successful Bidder extra payment for conditions which can be determined by examining the documents submitted by Bidder in response to this Request for Proposal.

**Contract Award.**
The City reserves the right to cancel the bid; reject any or all bids; waive any minor informalities or technicalities in the bids received as may be deemed in the best interest of the City in the City’s sole discretion; and to award the contract to the responsible bidder who submits a bid meeting specifications in a way deemed most advantageous to the City in the City’s sole discretion. The City further reserves the right to consider matters such as, but not limited to, evaluation criteria, quality, offered terms, and service and reputation of the bidder in determining the most advantageous bid.

**Modifications and Withdrawals.**
Bids and/or proposals cannot be modified after being submitted to the City. The Bidder may withdraw bids and/or proposals at any time before the public opening of the sealed bids and/or proposals. However, no bid may be withdrawn or modified after the bid/proposal public opening for any reason, unless specifically permitted by Florida Law.

**Disqualifications.**
The City of Dunnellon reserves the right to disqualify bids and/or proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practice upon the part of the bidder. (See Non Collusion Affidavit Form). Bidder shall warrant that no one was paid or promised a fee, commission, gift or any other consideration contingent upon receipt of an award for the services of product(s) and/or supplies specified herein.

**Public Entity Crimes.**
A person or affiliate who has been placed on the convicted bidder list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to any public entity, may not submit a bid on a contract with any public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to any public entity, may not be awarded or perform work as a vendor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, Florida Statutes, for Category Two ($35,000.00), for a period of 36 months from the date of being placed on the convicted bidder list.

In submitting a bid to the City of Dunnellon, the Bidder offers and agrees that if the bid/proposal is acceptable, the bidder will convey, sell, assign or transfer to the City of Dunnellon all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Dunnellon. At the City of Dunnellon’s discretion, such assignment shall be made and become effective at the time the City tenders final payment to bidder.

**Certificate of Insurance.**
The successful bidder and any subcontractor of the bidder shall require their insurance carrier, with respect to all insurance policies, to waive all right of subrogation against the City. The successful bidder shall submit certificates or other documentation to the City with the signed agreement, attesting to insurance coverage for Worker’s Compensation Insurance (as required by the Florida Statutes), Public
Liability, Property Damage Insurance in the amount of $1,000,000.00, Auto insurance Bodily Injury in the amount of $300,000 and Property Damage Single limit each occurrence and other requirements, as summarized on and in the amounts specified in the Insurance Requirements below:

**Insurance Requirements.**

Prior to commencing work, the Consultant shall procure and maintain at Consultant's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Consultant, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in Consultant's response to the RFP.

Consultant shall maintain limits no less than:

- **Commercial General/Umbrella Liability Insurance** - $1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its RFP whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:
  - Premise/Operations
  - Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
  - Products/Completed Operations
  - Contractual
  - Independent Contractors
  - Broad Form Property Damage
  - Personal Injury

- **Business Automobile/Umbrella Liability Insurance** - $1,000,000 limit per accident for property damage and personal injury.
  - Owned/Leased Autos
  - Non-owned Autos
  - Hired Autos

- **Workers’ Compensation and Employers’/Umbrella Liability Insurance** -- Workers’ Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers’/Umbrella Liability coverage for $1,000,000 per accident. Workers’ Compensation coverage is required as a condition of performing work or services for the City whether or not the Vendor or Vendor is otherwise required by law to provide such coverage.

- **Professional Liability Insurance** - $1,000,000 or as per project (ultimate loss value per occurrence).

**Other Insurance Provisions**

- Commercial General Liability and Automobile Liability Coverage
• The City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor or premises on which Vendor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Dunnellon, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

• The Vendor's insurance coverage shall be primary insurance as respects the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance maintained by the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Vendor's insurance and shall not contribute with it.

• Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers.

• Coverage shall state that Vendor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City of Dunnellon, member of its City Council, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Vendor in the performance of services under this Agreement.

All Coverage

• Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.

• If Vendor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Vendor resulting from said breach.

• Alternatively, City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Vendor, City may deduct from sums due to Vendor any premium costs advanced by City for such insurance.

• City named as "additional insured" as its interest may appear.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention’s must be declared to and approved by the City. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retention’s as respects the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers; or the Vendor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.
Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+X or better by A.M. Best's rating service.

Verification of Coverage

Vendor shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

Subcontractors

Vendor shall include each of its subcontractors as insureds under the policies of insurance required herein.

Termination/Cancellation of Contract.

If the Vendor fails to fulfill any of its obligations under the Contract, or otherwise, through no fault of the City, such failure shall be considered a default and shall entitle, but not obligate, the City to suspend performance under or to terminate the Contract, in whole or in part, at the City's discretion, if the Vendor fails to cure such default within thirty (30) days after receipt of a written notice thereof from the City. Furthermore, the City shall have the right to terminate the Contract, in whole or in part, without the Vendor being in default thereunder. Termination shall be effected by delivery to the Vendor of a written notice specifying whether termination is for the default of the Vendor or for the City's convenience, the extent to which services under the Contract are to be terminated, and the date upon which such termination becomes effective. After receipt of such written notice, and except as otherwise directed in writing by the City, the Vendor shall promptly stop work under the Contract on the date and to the extent specified in the notice, terminate all subcontracts to the extent that they relate to the performance of services terminated by the notice, and complete performance of such services as shall not have been terminated by the notice.

In the event of termination for convenience, the City shall pay the Vendor (i) the full amount due for goods satisfactorily delivered and/or services satisfactorily rendered, (ii) approved costs and expenses incurred which remain unpaid at the time of such termination, and (iii) such other costs of termination, if any, as may be mutually agreed by the parties. The City shall have the right to set off against amounts otherwise owed the Vendor all amounts owed by the Vendor to the City under the Contract or otherwise.

Liquidated Damages.

(a) If the Vendor fails to provide the deliverables, reports, or perform the services within the time specified in this contract, or any extension, the Vendor shall pay to the City as fixed, agreed, and liquidated damages, the minimum sum of $100.00 for each calendar day of delay, not to exceed $1500.00 per month; and/or in the event the City is penalized monetarily by federal, state, or local entities as a result of Vendor delay, error, and/or other poor-performance issues, the Vendor may be required to reimburse the City the full amount of the penalty assessed.
(b) Alternatively, if delivery or performance is so delayed, the City may terminate this contract in whole or in part under the Termination clause in this contract and in that event, the Vendor may be liable for 1) reimbursement to the City for costs spent to procure services from another vendor, or 2) for a fixed, agreed, and liquidated damages accruing until the time the City may reasonably obtain delivery or performance of similar supplies or services. The liquidated damages shall be in addition to excess costs under the Termination clause.

(c) The Vendor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of the Vendor.

Financial Consequences of Non-Performance.
The City may apply financial consequences if the Vendor fails to perform in accordance with the Contract.

If the Vendor fails to remedy the performance deficiencies, the Vendor may be assessed a non-performance retainage equivalent to 10% or $1,000.00, whichever is less, of the total invoice amount for the task or project, or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Vendor resolves the deficiency. If the deficiency is subsequently resolved, the Vendor may invoice the Customer for the retained amount during the next billing period. If the Vendor is unable to resolve the deficiency, the funds retained will be forfeited.

Prohibitions.
The bidder, its officers, directors, employees, servants, agents, and/or any individuals acting under its supervision, direction, and/or control, or for which the bidder is legally responsible, are prohibited from unlawful drug or alcohol possession and use, including medical marijuana as that term is defined in Florida Statutes, and the use, consumption, manufacture, or dispensation of any controlled substances under state or federal law while performing work, preparing to perform work, and traveling to or from work of any kind under the Contract. The Vendor shall be solely and fully responsible for any claims, damages, loss, delays, costs or expenses of any kind or nature, including attorneys’ fees and costs, caused in whole or in part by any violation of this provision. See attached Drug Free Workplace Form.

Indemnification.
The successful bidder hereby agrees to indemnify and hold harmless the City of Dunnellon, its officers, directors, representatives, employees, agents, servants and anyone acting under its supervision, direction and/or control, from and against any and all claims for infringement of any United States Patent, registered trademark, trademark and all other claims, damages, loss, delays, costs or expenses of any kind or nature, including attorneys’ fees and costs arising out of the Contract or resulting from the performance of the work, furnishing of services and/or furnishing of material, goods, or equipment (included but not limited to claims regarding defect in materials goods or equipment) and caused in whole or in part by the negligence, breach of contract, default, act or omission of the successful bidder, its officers, directors, employees, servants, agents, subcontractors, and/or any individuals acting under its supervision, direction, and/or control, in its behalf, or for which the successful bidder is legally responsible, in connection with, arising out of, and/or incident to the Contract or the performance of the work. The successful bidder shall also indemnify and hold harmless the City of Dunnellon from and against any and
all claims against the City, its officers, directors, representatives, employees, agents, servants and anyone acting under its supervision, direction and/or control, by any employee, agent, or servant of the successful bidder or of any subcontractor. The indemnification obligation under this clause shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the vendor or any subcontractor under any Worker’s Compensation Act, Disability Benefit Act, or other Employee Benefit Act.

**Accidents & Claims.**
The successful bidder shall be held responsible for all accidents and shall indemnify, hold harmless, and protect the City from all suits, claims and actions brought against the City or its officials, representatives, agents, officers, and employees and all costs, damages, or liabilities to which the City or its officials, representatives, agents, officers, and employees may be put or exposed, for any injury or alleged injury to the person(s) or property(s) of another resulting from negligence or carelessness in the performance of the work.

**Laws & Regulations.**
The successful bidder at all times shall be familiar with and observe and comply with all Federal, State, County, and Municipal laws, codes, ordinances, rules and regulations which in any manner may apply and those which may be enacted later, or bodies or tribunals having jurisdiction or authority over the work, and shall indemnify and save harmless the City of Dunnellon against any claims or liability arising from, or based on, the violation of any such law, ordinance, rule, code, regulation, order, patent infringements or decrees by the successful bidder, its officers, directors, employees, servants, agents, and/or any individuals acting under its supervision, direction, and/or control, in its behalf, or for which the successful bidder is legally responsible.

**Venue.**
In any action arising under or incident to the Contract and/or performance of the work thereunder, the exclusive venue for any such action shall be the state or federal courts in and for Marion County, Florida.

**Public Records.**
All writings, questions, and/or responses, including any literature or handouts at presentations concerning this RFP constitute Public Records under Chapter 119, Florida Statutes. The tender of a submission authorizes release of all of the company’s information as submitted.

Public Records:
The successful bidder and any subcontractor of the bidder shall maintain public records required by the CITY to perform the service.

Upon request from the City’s custodian of public records, the successful bidder shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

The successful bidder shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of
the contract term and following completion of the contract if successful bidder does not transfer the records to the City.

Upon completion of this contract, successful bidder shall transfer, at no cost, to City all public records in possession of successful bidder or keep and maintain public records required by CITY to perform the service. If the successful bidder transfers all public records to City upon completion of the contract, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If successful bidder keeps and maintains public records upon completion of the contract, successful bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CITY, upon request from CITY’s custodian of public records, in a format that is compatible with the information technology systems of CITY.

**IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL BIDDER’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

City Clerk’s Office  
City of Dunnellon  
20750 River Drive  
Dunnellon, FL 32703  
mroberts@dunnellon.org  
(352) 465-8500

**Proprietary Information.**
As Requests for Proposals and Invitations for Bids, and responses thereto are subject to Florida’s Public Records Act, Chapter 119, Florida Statutes, and Article I, § 24(a), of the Florida Constitution, all bidders shall identify with particularity any information contained in their responses which they consider trade secrets, confidential, and/or proprietary, and which they believe to be exempt from disclosure, specifically citing all the applicable exemptions under Florida or Federal law.

**Communications.**
Except for at the Pre-Proposal Conference, which will be an open meeting, to ensure fair consideration for all prospective bidders throughout the duration of the formal solicitation process, the City of Dunnellon prohibits communication, whether direct or indirect, regarding the subject matter of the bid or the specifications by any means whatsoever (whether oral or written), with any City employee, elected official, or representative of the City of Dunnellon, from the issuance of the specification until the City Council makes the award. Communications initiated by a bidder may be grounds for disqualifying the offending firm from consideration for award of the bid or any future bid. In addition to Pre-Proposal Conference, the only other exception to the foregoing rule is that any questions relative to interpretation of specifications or the bid process shall be addressed to the City Administrator, in writing, via email (jsmith@dunnellon.org). No questions will be accepted after September 6, 2018. Answers will be posted/published by September 10, 2018 or thereafter as soon as practical and reasonable, but no later than September 12, 2018.
**Addenda and Acknowledgement Requirements.**
When questions arise that may affect the bid/proposal, the answers will be distributed in the form of an Addendum, which will be distributed via email and posted on the City’s Web Site. It is the sole responsibility of the bidder to check their e-mail and the City’s Web Site. All such Addendums must be acknowledged on the outside of the submission envelope or it will not be opened. In order to be considered responsive, Addendums shall be acknowledged on the bidder’s Signature Sheet. Failure to acknowledge all such Addendums may result in the disqualification of the bid.

**Subcontractors.**
The successful bidder shall not employ subcontractors without the advanced written permission of the City Council.

**Subsequent Modification.**
Except for otherwise expressly provided herein and/or in the Contract, no modification, amendment, alteration, consent or waiver, of any kind, of any provision, term, obligation, and/or right of the Contract shall be binding or enforceable unless reduced to writing and approved by the City Council and signed by the Mayor.

**Compliance.**
All entities doing business within the City of Dunnellon shall make public bids in the English language and all money quotations shall be stated in U.S. currency. There shall be no customs, duties or import fees added to the cost shown in the quotation or bid. The City of Dunnellon shall consider the employment by the Vendor of any unauthorized aliens as a violation of section 274A (e) of the Immigration and Nationalization Act, as amended, and any such violation shall constitute cause for immediate, unilateral termination of the Contract without the ninety (90) day notification period.

**Choice of Law.**
In the event of any legal action or dispute arising out or incident to this RFP, the bid selection process and/or the Contract, the laws of the State of Florida and where appropriate, the United States of America shall exclusively govern all such proceedings.

**Equal Opportunity Employment.**
The City is an Equal Opportunity Employer. The Vendor shall not discriminate against any employee, servant, subcontractor, agent or applicant for employment for work arising under this Contract on the basis of race, color, religion, sex, age, disability, or national origin and the Vendor will take steps to ensure that applicants are employed, and all employees, servants, subcontractors, and agents are treated during such engagement without regard for race, color, religion, sex, age, disability, or national origin. Each employee, servant, subcontractor, and agent of the Vendor shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card. The Vendor agrees not to employ any person undergoing a sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965(or most Recent) (18 USC § 4082) (c) (2).
**Fair Labor Standards Act.**  
The Vendor shall, at all times, with respect to its employees and/or anyone whom it has suffered or permitted to work, comply with all requirements of the United States Fair Labor Standards, as amended by the United States Congress, including, but not limited to the federal minimum wage and overtime requirements thereof. Furthermore, the Vendor shall, at all times, with respect to its employees, comply with all minimum wage and overtime requirements of Florida Law.

**Disclaimer of Liability.**  
The City will not defend, hold harmless or indemnify any bidder or respondent, in any respect, for any claim, damages, loss, liability, cost or expense of any kind or nature, including attorneys’ fees and costs directly or indirectly associated with the services contemplated by, arising under or incident to the subject matter of this RFP.

**Sovereign Immunity Reserved.**  
The City reserves and does not waive any and all defenses provided to it by the laws of the State of Florida or any other applicable law, and specifically reserves and does not waive the defense of sovereign immunity.

**Financial Ability of Bidder.**  
At the City’s request, each bidder may be required to submit a copy of its most recent audited financial statements prepared by a Florida licensed Certified Public Accountant. The City may also consider information received from any source concerning the financial ability of the bidder to provide the required services to the City.

**Costs Incurred By Vendors.**  
The City will NOT be responsible for any costs incurred by any vendor at any time before the issuance of an executed contract.

**Review and Approval of Contract Staff.**  
The City reserves the right to review for approval or denial the proposed key personnel and/or teams for their qualifications, experience, expertise prior to any job and may, at its discretion, accept or reject proposed staff for a specific task. The City also reserves the right the ability to request specific teams or individuals for specific tasks.

**E-Verify.**  
The vendor shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the vendor during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract with the Department.
**Conflict of Interest**
The proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided for in Florida Statutes 112.311. The proposer further represents that no person having any interest shall be employed for said performance.

The proposer shall promptly notify the City of Dunnellon Finance Officer Office in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the proposer’s judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the proposer may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the proposer.

The City agrees to notify the proposer of its opinion by certified mail within thirty (30) days of receipt of the notification by the proposer. If, in the opinion of the City, the prospective business association, interest or circumstance would not constitute a conflict of interest by the proposer, the City shall so state in the notification and the proposer shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the City by the proposer under the terms of this Contract.

**Availability of Funds.**
The City’s projects performed under this Contract are contingent upon an annual appropriation for its purpose by the Board, or other specified funding source for this procurement.

**Severability.**
If any term or provision of this RFP and subsequent contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this RFP and subsequent Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this RFP and subsequent Contract shall be deemed valid and enforceable to the extent permitted by law.

**Remedies.**
This RFP and subsequent Contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this RFP and subsequent contract shall be the Circuit Court in and for Marion County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

**Enforcement Costs.**
If any legal action or other proceeding is brought for the enforcement of this RFP and subsequent Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this RFP and subsequent Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney’s fees, court costs and all expenses (including taxes) even if not
taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

**Minimum Qualifications.**
To be considered for award of a contract, the successful bidder must meet the following qualifications:

a. Possess a valid Business Tax from the City of Dunnellon. To obtain such license, please contact the Business License Desk at City Hall, 20750 River Drive, Dunnellon, FL 34431, 352-465-8500, ext. 1008.
b. Have a minimum of five (5) years of demonstrable experience installing similar parking meters as described in the Scope of Work.
c. Demonstrate the necessary qualifications to complete the work described in the Scope of Work.

**Selection Process.**
1. The City reserves the sole right to judge the contents of each Proposal. The selection process will be governed by the following:

   a. The proposal must substantially adhere to the instructions and format as specified in this Request for Proposal.
b. The evaluation will include a review of all documents and information relating to the Vendor’s services, organizational structure, capabilities, qualifications and past performance.
c. Vendors may be requested to make an oral presentation and interview before the final selection is made.
d. The City may evaluate any information from any source it deems relevant to the evaluation.
e. False, incomplete, or unresponsive statements in a Proposal may be sufficient cause for rejection.

2. Short List Selection Process

   f. Staff will evaluate all responses to the RFP that meet the submittal requirements and submittal deadline. Those submittals that do not meet the submittal requirements or the deadline will not be considered.

**Evaluation Criteria.**
The City will evaluate each Proposal to determine which provides the most favorable system in the most cost-effective manner. The Proposal should be thorough, comprehensive, detailed and specific in regard to the issues involved in the RFP.

a. Understanding and approach to the project, including a clear understanding of all issues involved with providing single space parking meter credit card and coin payment services and the proposed installation and service/support plan.
b. Quality and fitness of the proposed equipment/software to meet the City’s needs, including the ability to meet equipment/hardware and software/firmware that meets technical specifications and ability
c. Capacity and skill to perform or provide services now and in the future.
d. Experience in providing similar services
e. Customer references
f. Ability to meet contract and insurance requirements
g. Cost of materials and services
h. Thoroughness of Proposer’s RFP
**Scoring Methodology**

All proposals will be evaluated by City staff. For each proposal, each participating staff member will evaluate each criteria item and assign points on the following scale:

- **Excellent** 7 points
- **Good** 5 points
- **Acceptable** 3 points
- **Unacceptable** 0 points

The score for all criteria items will then be added for a total score for each proposal. Every proposal as submitted by each Bidder and the final scores as determined by Staff will then be submitted to City Council for review. City Council will review every proposal and may invite Bidders to make presentations before making a decision.

**Format of RFP.**

Each Proposal must be submitted in a sealed envelope, clearly identified with the words “Parking Meter RFP#BID2018-03”. The submittal should be limited to fifteen (15) pages, including brochures. Covers and dividers are not included in the page count. In addition, any information that needs to be returned should not be submitted. The proposal should include information in the following order:

a. **Cover Letter (2 Pages Maximum):**
   i. Name the submitting firm or individual and describe the work in which the Bidder is engaged. Provide the location of the office that will be performing the work and the name of the project manager.
   ii. Confirm the Bidder’s ability to meet RFP, Contract & Insurance requirements.
   iii. State why the Bidder should be considered for this project.

b. **Firm and Personnel Experience:** Submit a brief history of your firm’s qualifications and experience, including that of project team members, providing a description of previous relevant projects/contracts, with a reference and contact information for each. Identify all members of the Bidder’s project team that will be involved in the installation, maintenance, commissioning and training of the system.

c. **Describe your understanding of the project and a description of the process/approach to be used,** including, but not limited to:
   i. Proposed equipment and software.
   ii. Proposed project schedule
   iii. Customer support
   iv. Proposed warranty language (1 yr. minimum)
   v. Training programs
   vi. Ability to provide financing for all or part of the project/services
   vii. Any additional information as may be pertinent to provide the City with adequate information as to the Bidder’s ability to furnish the materials and services provided herein.

d. **References and History:**
   i. Reference related work which best illustrates your qualifications.
ii. List all contracts/agreements terminated for convenience or default within the past three years, if any.
iii. List any litigation that now affects or may affect the vendor’s future ability to perform the scope of work.

Bid Form (Use Attachment B) – Itemizes equipment and installation costs, and includes a lump sum for the Scope of Work.

Pre-Submittal Inquiries.
The City will hold an optional pre-solicitation meeting at Dunnellon City Hall located at 201750 River Drive, Dunnellon, FL 34431 on September 06, 2018 at 11:00 a.m. Bidders are invited, but not required, to attend. Any questions regarding this RFP should be directed to Jan Smith at 352-465-8500 ext. 1003, jsmith@dunnellon.org. Question responses will be posted on the RFP listing located on the City’s website. A link to the listing may be found on the City’s website at the following link: http://www.dunnellon.org/Bids.aspx.

All responses must be made on the Bid Proposal provided in Attachment B and meet the requirements set forth in the RFP specification.

Proposal Submission.
a. Proposals meeting the above stated requirements are due no later than 2:00 PM EST on September 14, 2018.

b. Vendors must submit five (5) copies of their proposal along with one (1) electronic copy. Proposals must be formatted in accordance with the instructions in this RFP. Promotional materials may be attached, but are not necessary and will not be considered as meeting the requirements of the RFP. Proposals shall be in a sealed envelope or package, clearly marked “Parking Meter Purchase and Installation RFP# BID2018-03”, and shall be delivered to:

CITY OF DUNNELLON
201750 RIVER DRIVE
DUNNELLON, FL 34431

c. Bidders shall complete and include all pages of Attachment B: Bid and References Form in their proposal.

d. Proposals shall be dated and signed by a representative authorized to enter into contracts for the firm or individual.

Timeframe and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>August 30, 2018</td>
<td>Notification to Vendors/RFP Release Date</td>
</tr>
<tr>
<td>September 6, 2018</td>
<td>Deadline to Submit Questions</td>
</tr>
<tr>
<td>September 14, 2018 at 11:30 PM</td>
<td>Proposal Submittal Deadline</td>
</tr>
<tr>
<td>September 24, 2018</td>
<td>Tentative Award Date</td>
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Conclusion.
The City reserves the right to accept or reject any or all bids/proposals at its sole discretion, or to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the proposal. The City also reserves the right to accept or reject any individual sub-vendor that a bidder proposes to use.

This RFP process shall in no way be deemed to create a binding contract or agreement of any kind between the City and the Vendor. By submitting a response to this RFP, the successful Vendor agrees to execute an agreement with the City in substantially the form as attached to this RFP as “Attachment C”. The City reserves the right to negotiate any and all terms of the agreement, including the Term, Scope of Work and Compensation.

Each bidder submitting a proposal acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are the bidder’s sole expense and the City shall not, under any circumstances, be responsible for any cost or expense incurred by the bidder. In addition, each bidder acknowledges and agrees that all documentation and/or materials submitted with the proposal shall remain the property of the City.

Selection of a proposal and the award of any final contract will be to the lowest qualified, responsible bidder. The City reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any minor irregularities or informalities in any proposal.
SCOPE OF WORK
PARKING METER SYSTEM PURCHASE & INSTALLATION
RFP #BID2018-03

The Project is located at: Three separate locations in the City of Dunnellon as follows:

#1 Datesman Park/City Hall Overflow Parking Lot - 12050 S. Ohio Street, Dunnellon
1 Parking Ticket Kiosk to be used as parking fee collector
Combination of cars and boat trailer parking
27 regular vehicle spaces plus 1 handicapped space or 8 boat trailer spaces and 11 regular vehicle spaces plus 1 handicapped space
#2 City Hall Parking Lot – 20750 River Drive, Dunnellon
Individual parking meters to be used as parking fee collector – Approximately 13 double meters and 1 single meter for approximately 27 regular vehicle spaces plus 2 handicapped spaces

#3 Chaplin L. Dinkins Park/City Beach – 12100 Palmetto Court, Dunnellon
1 Parking Ticket Kiosk
13 regular vehicle spaces plus 1 handicapped space

Kiosk ticket machine to be used for parking fee collection and to be used for beach/park access fee preferably with a drop arm barrier/tripod turn-style for security access restriction.
The Project includes, but is not limited to, performing the following work:

**Provide labor, materials and equipment necessary to install, maintain and operate parking meter payment system (software and hardware) to serve parking spaces as specified, with the City option to include additional meters/spaces. The desired system must support credit card, coin technology, pay by phone and touchless payments.**

**Contract Time and Working Hours**
Projected duration of this project installation is September 25, 2018 through November 20, 2018. The City intends to enter into a software and service agreement with the selected vendor for a two (2) year period, and will automatically be renewed for successive two (2) year periods unless the City notifies Vendor in writing to the contrary at least fifteen (15) weeks before the expiration of the original term or any subsequent renewal.

The Scope of Work for the Project shall also include:

**General**
Service, supplies, and equipment to be provided by the vendor include, but are not limited to the following:

- Labor
- Materials and supplies
- Tools and equipment
- Transportation vehicles
- Administration, management, and maintenance support to perform services as specified
- Traffic Control, as necessary
- Removal and disposal of all waste
- Site control and safety
- General cleanup
- Software installation
- System commissioning
- Training of City staff on operation and maintenance of the meters.
- On-going customer service
- Inclusion of all upgrades of software and hardware for the life of the system at no cost to the City

**Project / Site Conditions**
A. Vendor must notify the City of Dunnellon Project Coordinator (Chief of Police) prior to starting work.
B. Testing and training on the system shall be coordinated with the Chief of Police.
C. Vendor shall specify and dedicate a Project Manager for the installation of the project as well as for training and service of the meters.
D. Protect adjacent buildings, site, infrastructure, and/or landscape from damage during the project.
E. Maintain safe access for employees and the public to existing walkways and building entries during the project.
F. The project may need to be completed in phases, to be negotiated after bid award.
G. Vendor is responsible for all materials delivery, storage, and handling.
H. All materials, equipment and debris shall be completely removed at the end of each shift.
I. Vendor is responsible for the verification of all existing conditions and dimensions prior to bid.
J. In the case of an emergency, work must stop immediately and continue only after prior
authorization from the City of Dunnellon.
K. A minimum 12 month warranty that includes all service and maintenance, as well as the inclusion of all
upgrades of software and hardware for the life of the system at no additional charge to City, shall be
included in the project, with supporting documentation submitted to the City upon completion of the
installation.

**Contract and Software Requirements**

A. There shall be no upgrade fee for software for the term of the agreement and any contract
extensions made at the City’s option.
B. Hosted software solution.
C. Vendor shall provide instruction manuals, informational materials and guidance for introducing
changes to the existing platform to ensure a smooth transition for public users at no additional cost
to the City.
D. City shall be given the option to expand the number of parking meters at the contract rate shown
on Attachment B of the contract, or at a reduced expansion rate.

**Technical Requirements**

**MULTI-SPACE PAY STATION WITH WEB-BASED MANAGEMENT SYSTEM**

*Pay Station and Multi-Space Parking Meter to be used interchangeably*

**MULTI-SPACE PAY STATION SPECIFICATIONS**

**GENERAL SPECIFICATIONS**

Multi-space pay stations shall have the following primary features.

- For superior protection against weather and vandalism, pay stations must feature a
  stainless steel cabinet and armored glass or other vandal resistant screen covers such as
  Lexan as standard features.
- Pay stations shall be capable of accepting payment via coins, tokens, credit card, debit
  card, contact smart card, and optional NFC contactless payment at the pay station. Credit
  cards shall include Visa, MasterCard, American Express and Discover payment capabilities
  at a minimum. The coin operational feature must have the ability to be disabled by the
  City or the vendor at the direction of the City.
- Pay stations shall be wirelessly networked via the cellular network and connected to a
  web-based management system. No wireless communication hardware is to be installed
  on street/utility/traffic light poles other than the pay station itself. No additional
  customer software other than an Internet browser shall be required to access the
  management system.
- Hybrid AC / Solar power operation must be available.
- Battery must be commercially available. The machine should not need more than 1
  battery
- Battery life under normal operating conditions shall be 24-36 months.
- Pay stations can wirelessly notify parking operations staff of any faults, such as a card
reader or coin validator jam, via a text message, email, or both

- In addition to PCI-DSS and PA-DSS requirements, for the further protection of cardholder security, no credit card information shall be authorized, transferred or stored outside of North America.
- The equipment should be capable of using a payment activated open/close switch for turnstile access control.

OPERATION AND RATES

The following rate and operating characteristics shall apply to all pay stations.

FIXED RATE – same rate all day, for select/every day(s) of the week. Pay stations can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with the pay stations to accomplish such a rate update.

MULTIPLE-RATES – varied rates throughout the day, with a minimum of 7 times and the ability to increase this up to 12 times. This can include Tow-Away, No Parking, or Free Parking options, in addition to hourly parking rates for normal metering time. Pay stations can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with each individual pay station to accomplish such a rate update.

PRE-PAY – allow a motorist to pay for parking prior to the beginning of enforcement hours, up to the maximum stay period. However, metered time will only begin at beginning of enforcement hours. For example, a 2 hour pay station can be fully paid prior to the beginning of enforcement at 8AM. In such an example, metered time would only begin at 8AM and expire at 10AM. Pay stations can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with each individual pay station to accomplish such a rate update.

TOW-AWAY – pay stations can be programmed to enforce defined tow-away zones. During the tow-away period, the pay stations will not accept credit card payment and no time will be given for coins. The pay stations shall be capable of displaying “Tow-Away Do Not Park” on the LCD screen. In such a configuration, motorists will only be able to pay for time up to the beginning of the tow-away period. Changes to this feature can be remotely programmed via the web-based management system and will not require City staff to interface with each individual pay station to accomplish such a rate update.

EVENT PARKING – pay stations can be programmed to accept event parking rates, such that flat rate payment will enable the vehicle to park for a pre-determined amount of time. For example, $15 for a baseball game, such that the rate begins at 5pm and the $15 results in the space being paid for the duration of the event.

The pay station shall be capable of displaying the rates per hour, maximum stay (time period), and other customized messages or graphics on the pay station’s LCD in English and other languages.
Changes/updates to all rate structures, maximum stay (time limits), available payment methods, and hours of parking operations (enforcement) shall also be managed and updated via a web-based management system, providing remote management capability.

**GRAPHICAL DISPLAY**

Display must be high quality, color VGA, LED backlit, liquid crystal display.

Display image and resolution must be at least 640 x 480 pixels

Screen must show dark letters on light background

The screen shall be large enough, (At a minimum, must provide up to 15 lines of text with up to 32 characters per line), to support dynamic messaging functionality to reflect changes in pricing, regulations, display messages, format, or configurations made in the management system in English and other languages.

Current time and date must be shown at start

Display must identify time increments (i.e. by minute or hours) or money increments

Display must identify the expiry time & date before purchase

The displays must be remotely programmable via web-based data management system, such that staff is not required to be present at the pay station for changes to be made.

Display must go into sleep mode in battery operation.

In the event of a coin jam, pay station will continue to allow payment via credit card, debit card and or smart card. During such a jam, the pay station will display “Cards only, No Coins” (or similar wording) on the display. In the event of a card reader jam, pay station will continue to allow payment via coins/tokens. During such a jam, pay station will display “Coins only, No Cards”, (Or similar wording), on the display. In either event, the pay station must be able to wirelessly notify maintenance staff of the location and type of jam via email, text message or both. In the event that both a coin jam and card reader jam are present, the pay station will display “Out of Order”. All of these messages can be remotely updated and programmed via web-based management system.

Pressing any key/button must bring the meter out of “sleep” mode.

The display shall be protected by armored glass or other vandal resistant cover such as Lexan, (minimum thickness 6.35 mm) in order to provide superior protection against vandalism.

**PRINT TECHNOLOGY**

Must use thermal print technology

Life cycle of the print head should be no less than 20 million character lines and 50 km of Paper.

Print technology must use blank ticket stock in rolls
Tickets must be separated by a self-sharpening cutter
Ticket stock must be replaceable within one minute.
Ticket stock must be heat, fade, and curl resistant
Meter must provide for an optional receipt portion on a ticket
Printer Jam must cause remote alarm

**KEYPAD**

Shall feature buttons configurable for help screens, additional languages, maximum time, etc.
The Pay Station must have an alpha numeric tactile keypad.
The key pad must be vandal resistant, weatherproof, and corrosive resistant.
The keypad must be modular and easily unplugged and removable with basic tools for servicing.
Keypad activation must present audible indication.

**CABINET**
The cabinet of the pay station shall be comprised of stainless steel, (11 gauge or better), rendering the unit highly weather resistant, maintenance free and vandal resistant.
The exterior surface must have a powder coating for easy cleaning and graffiti removal.
The pay station must have separate compartments for maintenance and collections. There shall be no access to the money in the coin compartment when performing maintenance functions.
The units must be vandal resistant and have recessed door hinges.
All doors must be equipped with sensors that will send notification, in real time to the back office software alerting the doors are being opened or closed.
Custom colors must be available
Must meet ADA and UL standards
Bolts, meter to pedestal and anchors must be internal

**PAY STATION LOCKS AND SECURITY**
For advanced protection against vandalism, the multi-space pay station shall be protected by a six (6) point or more secure locking system.
The pay station cabinet and coin vault shall feature separate keys and the collection vault shall provide a dual locking system.
All doors (including maintenance access and cash vault) and coin box shall be equipped with switches/sensors to enable remote monitoring.
Locks must be flush mounted or hidden
Locks must have anti drill protection
Must use Medeco High Security locks or equivalent.

**PAYMENT OPTION – COIN ACCEPTANCE**

Standard coin recognition shall include, but is not limited to, US denominations of $0.05, $0.10, $0.25 and $1.00 coins. Must be able to program up to 16 different denominations of coins and tokens.

Types of currency and denominations must be distinguished electronically

Acceptor must reject slugs, and other invalid coins immediately and return them back to the customer via a coin return.

Acceptor must use optical sensors to detect fraud.

Meter must come with 2 coin can vaults per unit

Tokens must be acceptable at the same time as coins.

There must be an escrow system for refund of incomplete transactions

Coin slot must be protected from vandalism, weather, etc.

The coin validator (also referred to as “coin acceptor”) shall detect metallic as well as non-metallic jams. Jam clearance shall be accomplished without special tools or disassembly of the pay station. The coin validator shall be a removable component for the purposes of clearing coin or other types of coin validator jams. Valid coins passing through the mechanism shall be deposited into the coin box in the pay station vault. In the event of a jam, the pay station must have the ability to notify city staff of a jam via email, text message or both.

If the coin slot is inoperable, unit must still accept credit card payment. There must be a message on the screen indicating that coin payment is not presently available. If coin selector is inoperable, unit must send an alarm to the back-office system to notify personnel of the malfunction.

Coin validator must be easily removable for service or replacement.

Coin validator must be vandal resistant and weather proof.

The coin operational feature must have the ability to be disabled by the City or the vendor at the direction of the City.

**POWER**

Hybrid AC / Solar power must be available

Battery must be commercially available. The machine should not need more than one battery
In an AC operation battery must act as the main power source

Temperature operating range of the battery must be -20 deg C to 50 deg C (-4 deg F to 122 deg F) charge, -30 deg C to 60 deg C (-4 deg F to 140 deg F) discharge

Battery voltage/amps must be able to be checked externally without opening the meter.

Low battery must be treated as a remote alarm function

Battery in solar configuration must be stored independently of all other meter components

220 C option must be available

AC power must be run through an AC charger and a rechargeable 17 Ah or greater battery to keep power flow steady and surge free.

Battery in Solar configuration must be at least 40 Ah.

Solar panels must be separately mounted

Must use appropriate size panels to insure maximum solar harvesting and uptime

Must meet military environmental standards for solar powered operation.

Flash Memory, clock, configuration, etc. must be able to re-sync with a central server when power is restored.

A low battery remote alarm indicator shall be included to facilitate timely replacement of batteries.

For environmental reasons, Nickel-Cadmium batteries shall not be used to power the pay station.

Please describe any unique power management capabilities that your machine possesses.

**CREDIT CARD PAYMENT**

Payment with a credit card must utilize a hybrid card reader. The hybrid card reader will allow for use of both magnetic stripe credit card and smart card. Users will insert (smart card) or insert/remove (credit card) the card to start the payment process. Users will then have the ability to toggle up (add time) or down (less time) to select the amount of time to be purchased, up to the maximum and down to the minimum metered time. Users can then select “OK” to purchase, or can press “CANCEL” to stop the transaction.

The Vendor shall provide secure gateway service to provide for secure (encrypted) credit card data transmission to the City’s merchant account provider. Credit card data transmission shall meet the Payment Card Industry (PCI) Data Security Standards. Vendor shall provide evidence of both Payment Application (PA-DSS) compliance and PCI-DSS Level 1 certification. The Vendor must comply and be listed as a valid service provider for the Visa Cardholder Information Security Program (CISP) and the MasterCard Site Data Protection (SDP) programs. The vendor must be Level 1 PCI certified and submit supporting documentation as part of their submission.
For ease of installation and security, the credit card reader shall be integral to the mechanism design, shall not protrude from the pay station cabinets and shall not require any additional modification to the cabinet to install.

Credit card authorization must be on an on-line real time process.

Complete card data must never be retained in the meter

The credit card reader must be easily unplugged and removed for service and repair.

Please provide a breakout of the cost that will be associated with each transaction that the pay station will accept. Please include any third-party gateway fees if applicable.

Must accept Visa, Mastercard, American Express, and Discover credit cards

The credit card type must be configurable through software by owner

Meter must not batch any transactions, real-time transactions only

Credit Card process must be certified PCI/PADSS

Card acceptance can be configured to limit times used per time period.

Card slot must be protected form vandalism, weather, etc.

**RECHARGEABLE STORED VALUE CARDS**

Card reader must accept both magnetic stripe cards (ISO 7810) and smart cards (ISO 7816)

Stored value card MUST use the same card slot as standard credit cards

Stored value card MUST be rechargeable at any meter

Must be able to perform split transactions using a stored value card

**MAINTENANCE**

Meter must have self diagnostic features

The CPU must be modular and easily changeable with basic tools

The CPU must support thousands of transactions in the non–volatile flash memory

Coin acceptor must be modular and easily changed with basic tools

Coin Jams shall be cleaned quickly without tools

Credit card reader must be modular and easily changed with basic tools

Key pad must be modular and easily changed with basic tools

Printer must be modular and easily changed with basic tools

Display must be modular and easily replaced with basic or no tools

Connection plugs must be physically different and only fit one way
The Maximum time required to change a modular assembly should be less than 2 minutes each.

COLLECTIONS
Meter must have the capability to automatically print out a collection audit report and clear the coin box counter when the coin box is removed. During this process, the machine will also send the collection audit report directly to the MMS.

ENFORCEMENT
In Pay-By-Space mode, enforcement staff must be able to print a report of expired or paid spaces at the meter.

The enforcement staff must also have the option to retrieve the expired or paid stall reports directly from MMS remotely by browser capable devices (handheld computers, cell phones, etc.)

In Pay-By-Plate mode, enforcement must be able to print a report of valid plates or expired plates at the meter and also have the option to retrieve the same data directly from MMS remotely by browser capable devices, (handheld computers, cell phones, etc.)

WIRELESS DATA and MANAGEMENT SYSTEM CAPABILITIES

Each multi-space pay station, single/dual space parking meter shall communicate to the same web-based management system.

Each pay station shall be individually capable of transmitting wireless data for the purposes of payment card processing, coin transactions, updates to the operating features and rate configuration of the pay station, as well as fault notification. The wireless capability must be integral to the pay station design and shall not require a secondary connection to a wireless device. Such communication will be accomplished without any additional networking equipment that would need to be installed on city street poles or any other location, such as buildings, etc.

Updates to the pay station software, such as meter firmware and operating software, must be able to be performed wirelessly and will not require City staff to interface with each individual pay station to accomplish such an update.

The pay station’s data management system shall not be dependent on the interaction of individual handheld devices and each pay station in the field. Management system shall be completely web-based system accessible via desktop computer, laptop computer, or handheld wireless device to authorized personnel. No additional software other than an Internet browser shall be required for the management system to be access and fully used in conjunction with the single-space parking meter products. This shall provide access to the pay station’s data management system from authorized user 24/7 over the web.

Management system shall provide a variety of reports to include financial, technical, and administrative functions via a single web-portal. No additional software will be required to access
and update the pay station’s data management system, other than access to an Internet browser. Reports shall include, but are not limited to:

- Credit card reconciliation (daily, weekly, monthly, annually)
- Cash collection reports (by date, time, pole, and collector)
- Revenue Summary reports (daily, weekly, monthly, annually, by zone, route, street or pole)
- Coin box level (% full)
- Individual transactions (cash or credit) by pole
- GPS location of meters on a map with statistical mouse-over feature
- Ability to change text on LCD remotely
- Adjudication Reports
- Ability to change rates and other operating parameters remotely via the internet
- Pay station uptime (over time, by zone, area, subarea, street, and by machine)
- Maintenance software for logging Service requirements over time
- Paid occupancy reports
- Accumulative totals of all cash and card transactions
- Exception reports for units not performing as required (communications or payment faults)
- Access to help materials and user manuals shall be available on-line
- Search tool to quickly determine status of any given pay station
- Graphical dashboard that can be customized to provide snapshot of key performance indicators

MMS should support both multi-space and single space wireless meters from the same platform.

MMS should be widget-based open source technology for ease of integration with third party applications.

ADDITIONAL DESIRED FEATURES

Pay-by-Cell. The City would like the option to include a pay-by-cell phone option potentially in the future. Any meter system installed must have the ability to push any time purchased from a remote payment device or smart phone directly to the meter such that the payment of the meter is transparent for the purposes of enforcement. Additionally, if so desired, a user may register for a service that would allow for delivery of a receipt after payment with a credit card as well as a notification prior to meter expiration for the purposes of adding additional time to the meter remotely, where public policy permits.

Meter Maintenance Application: with the use of a mobile device application for pay station maintenance, staff can easily log faults and repairs in the field from their cellular phone/tablet.
POLE MOUNTED SMART METERS

The vendor shall provide pricing for the following:

1 single-space and 13 dual space pole-mounted smart meter mechanisms. All equipment shall be new.

Single/dual-space parking meters shall have the following primary features.

- The mechanism must be fully electronic, operate without the use of electro-mechanical parts such as motors or solenoids, and all internal circuit boards and connectors shall be protected or designed to allow them to work in a harsh outdoor environment. The only moving parts shall be those associated with the required anti-tampering, anti-pullback features of the coin chute module, and the mechanical locking components.
- Single/dual space parking meters shall be capable of accepting payment via coins, tokens, credit card, debit card, contact smart card, and optional NFC contactless payment at the meter terminal. Credit cards shall include Visa, MasterCard, American Express and Discover payment capabilities at a minimum. The coin operational feature must have the ability to be disabled.
- Meters shall be wirelessly networked via the cellular network and connected to a web-based management system to provide the current meter status, transmit financial and maintenance data, and retrieve any configuration changes, such that no additional software, other than an internet browser shall be required to manage and monitor the meter mechanism. No wireless communication hardware is to be installed on street/utility/traffic light poles other than the meter mechanism itself. No additional customer software other than an Internet browser shall be required to access the management system.
- Single/dual space meters shall use solar panel and use rechargeable batteries to provide ongoing power and backup power.
- Battery pack should be easily replaced in the field without tools.
- Battery life under normal operating conditions shall be greater than 24 months.
- Single/dual space meters can wirelessly notify parking operations staff of any faults, such as a card reader or coin validator jam, via a text message, email, or both.
- For the sake of redundancy, the meter provider must be able to offer at least 2 different wireless carriers, one of each on the GSM and CDMA networks.
- The mechanism payment software shall be Payment Application Data Security Standard (PA-DSS) validated by a Payment Application Qualified Security Assessor (PA-QSA).
- In addition to PCI-DSS and PA-DSS requirements, for the further protection of cardholder security, no credit card information shall be authorized, transferred or stored outside of North America.
- The mechanism shall be FCC approved to meet the FCC CFR47 requirements.
- Vendor must be able to provide meter covers to allow City to offer free parking for City meetings and/or events.
**OPERATION AND RATES**

The following rate and operating characteristics shall apply to all meter mechanisms purchased.

**FIXED RATE** – same rate all day, for select/every day(s) of the week. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with the meters to accomplish such a rate update.

**MULTIPLE-RATES** – varied rates throughout the day, with a minimum of 7 times and the ability to increase this up to 12 times. This can include Tow-Away, No Parking, or Free Parking options, in addition to hourly parking rates for normal metering time. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with each individual meter to accomplish such a rate update.

**PRE-PAY** – allow a motorist to pay for parking prior to the beginning of enforcement hours, up to the maximum stay period. However, metered time will only begin at beginning of enforcement hours. For example, a 2-hour meter can be fully paid prior to the beginning of enforcement at 8AM. In such an example, metered time would only begin at 8AM and expire at 10AM. Meters can be remotely programmed for holidays, special events or other rate changes via the web-based management system and will not require City staff to interface with each individual meter to accomplish such a rate update.

**TOW-AWAY** – meters can be programmed to enforce defined tow-away zones. During the tow-away period, the meters will not accept credit card payment and no time will be given for coins. The meters shall be capable of displaying “Tow-Away Do Not Park” on the LCD screen. In such a configuration, motorists will only be able to pay for time up to the beginning of the tow-away period. Changes to this feature can be remotely programmed via the web-based management system and will not require City staff to interface with each individual meter to accomplish such a rate update.

**EVENT PARKING** – meters can be programmed to accept event parking rates, such that flat rate payment will enable the vehicle to park for a pre-determined amount of time. For example, $15 for a baseball game, such that the rate begins at 5pm and the $15 results in the meter being paid for the duration of the event.

The mechanism shall be capable of displaying the rates per hour, maximum stay (time period), and other customized messages or graphics on the meter LCD.

Changes/updates to all rate structures, maximum stay (time limits), available payment methods, and hours of meter operations shall also be managed and updated via a web-based management system, providing remote management capability.

**FRONT GRAPHICAL DISPLAY**

Single/dual space parking meter shall have a front graphical liquid crystal display (LCD), which can be backlit for night time viewing, has a minimum viewing area of 80mm ((3” wide x 40mm ((1-1/2” ) high, a minimum of 128 x 64 pixels, and an operating temperature range of -20 deg C to +70 deg C, which is capable of displaying metered time (format of HH:MM, including negative
time capability), parking rates and maximum stay period messages, current time of day (including time when meter will expire), as well as other alpha-numeric messages depending on the status of the meter.

The LCD displays must be remotely programmable via web-based meter management system, such that the meter staff is not required to be present at the meter for changes to be made.

The LCD screen shall support dynamic messaging functionality to reflect changes in pricing, regulations, display messages, format, or configurations made in the management system.

The backlight must have a programmable time of day setting. The backlight shall have a programmable duration setting, and be activated upon coin or card insertion.

The LCD shall have the option for the user to increase/decrease the contrast of the LCD in order for the meter to adapt to the surrounding environmental conditions.

In addition, a UV resistant (non-yellowing) Lexan® material should be used to protect the LCD and solar panel. This material shall include an anti-fog coating on the LCD user display side of the meter.

In the event of a coin jam, meter will continue to allow payment via credit card, debit card and or smart card. During such a jam, the meter will display “Cards only, No Coins”, or similar text on the LCD display. In the event of a card reader jam, meter will continue to allow payment via coins/tokens. During such a jam, meter will display “Coins only, No Cards”, or similar text on the LCD. In either event, the meter must be able to wirelessly notify maintenance staff of the location and type of jam via email, text message or both. In the event that both a coin jam and card reader jam are present, the meter will display “Out of Order”. All of these messages can be remotely updated and programmed via web-based management system.

**EXPIRATION INDICATION**

Enforcement shall be managed via flashing “High Brite” (also known as “Hi-Brite”) LEDs which shall be visible from a minimum of 80 feet during normal night time operation. The brightness rating of the LEDs shall be a millicandela rating of 5000mcd or greater and 30 degrees or greater viewing angle, and shall be available on the front and back of the meter. The standard configuration will be GREEN for paid status, RED for expired status and/or idle without payment, and YELLOW for maintenance required. Meters shall have ability to remotely program expiration grace period, duration of flashing LEDs, and other LED operating parameters via web-based management system.

**COIN VALIDATION**

The mechanism must discriminate up to sixteen (16) different coin combinations and further adhere to the following coin payment specifications.

Electronic parking meter shall be fully electronic with solid state components and straight down, free-fall coin chute. The single-space meter shall be able to recognize and give time for both coins and/or custom token. Standard coin recognition shall include, but is not limited to, US denominations of $0.05, $0.10, $0.25 and $1.00 coins. The validator may also be reprogrammed
remotely as new coins/tokens are implemented as part of the payment options provided by the City. The meter should also incorporate a feature that will count invalid coins, such as washers, gaming tokens, etc., so that the city may monitor the areas where this kind of activity is taking place. No time will be given for these fraudulent coins.

The coin validator (also referred to as “coin acceptor”) shall detect metallic as well as non-metallic jams. Jam clearance shall be accomplished without special tools or disassembly of the meter. The coin validator shall be a removable component for the purposes of clearing coin or other types of coin validator jams. Coins passing through the mechanism shall be deposited into the coin box in the meter vault when the mechanism is properly installed in the upper housing. In the event of a jam, the meter must have the ability to notify city staff of a jam via email, text message or both.

The coin chute shall be field replaceable with no calibration or “coin training” required. All chutes must be interchangeable from a selected mechanism to another similar mechanism without retraining of the chute.

The coin chute shall not require a “coin track shield” or other device.

The coin entrance shall deny entry of most bent and all oversized coins.

The coin chute shall have at least (6) independent mechanical anti-pull back levers, located at the lower part of the coin discriminator, which will help to curtail the retrieval of deposited coins attached to strings, paddles, wires, etc.

The coin chute shall have a three-coil design for the sensing of coin insertion, coin discrimination, and metallic jam detection. The coin chute shall have a proximity type coil set to sense when a coil is inserted and activates the mechanism. Optical type sensors shall not be used in the sensing and discrimination of coins. At least one of the three coil sensors shall be positioned in the coin path of the chute after the mechanical pull back levers. This ensures that any coin that may be attached to a stringing device must travel beyond the anti-pull back levers in order to validate the coin.

The coin chute shall be visible and easy to inspect from within the mechanism frame without partial disassembly or removal of covers. It shall be possible to inspect the entire coin path by looking down the bottom of the coin chute. The coin chute must be designed to allow for easy removal of foreign objects.

At least two independent optical type sensor pairs shall be used to detect non-metallic jams that may be present in the coin path.

POWER

Single/dual space meters shall be equipped with an integrated solar panel recharge system. This solar panel will be incorporated into the design of the meter and be easily accessible for repair in the field.

The rechargeable and backup battery shall have a minimum life capability of 24 - 36 months without replacement under normal operating conditions (depending on climate and wireless features enabled).
A low battery remote alarm indicator shall be included to facilitate timely replacement of batteries. Also, a “Low Battery” indicator on the front display must be activated when the mechanism detects a low battery condition which shall indicate that there are between 10 and 30 days of battery life remaining.

When placed into the housing, the mechanism shall use a solar panel in combination with a rechargeable battery pack to provide ongoing or renewable power to the mechanism. The rechargeable battery pack shall be easily replaced via a quick disconnect connector and when installed shall be charged by the solar panel which is integrated into the housing cover panel.

The solar panel shall be weather-proof, and shall be integral to the meter housing, to prevent damage due to operating conditions or vandalism

CREDIT CARD PAYMENT

Payment with a credit card must utilize a hybrid card reader built into the single-space meter mechanism. The hybrid card reader will allow for use of both magnetic stripe credit card and smart card. Users will insert (smart card) or insert/remove (credit card) the card to start the payment process. Users will then have the ability to toggle up (add time) or down (less time) to select the amount of time to be purchased, up to the maximum and down to the minimum metered time. Users can then select “OK” (check mark), or can press “CANCEL” (X) to stop the transaction.

The Vendor shall provide secure gateway service to provide for secure (encrypted) credit card data transmission to the City’s merchant account provider. Credit card data transmission shall meet the Payment Card Industry (PCI) Data Security Standards. Vendor shall provide evidence of both Payment Application (PA-DSS) compliance and PCI-DSS Level 1 certification. The Vendor must comply and be listed as a valid service provider for the Visa Cardholder Information Security Program (CISP) and the MasterCard Site Data Protection (SDP) programs.

For ease of installation and security, the credit card reader shall be integral to the mechanism design, shall not protrude from the meter housings and shall not require any additional modification to the meter housing to install.

A keypad shall be Piezo style buttons and be used for credit card, debit card, and smart card transactions. After a user inserts and removes a card, he or she will have the option of adding more time by pressing the + TIME button, choosing less time with the - TIME button, canceling the transaction using CANCEL (X) or confirming it by pressing OK, (check mark). These buttons should not be required for coin transactions.

The keypad shall be coded as a visual indicator, and labeled and provide a minimum of 4 buttons to allow users to select (1) More time “+” (or up arrow), (2) Less time “-“ (or down arrow), (3) CANCEL,(or X), and (4) “OK” (or check mark) for any card transactions.

KEYPAD & HUMAN INTERFACE DETAILS

The mechanism shall support a four button user interface located on the front of the meter, with suitable recognizable color coded markings allowing the user to increment or decrement the purchase amount, confirm the purchase / action, or cancel the purchase / action. Pressing the
buttons must generate audible feedback to the user. The buttons shall operate without the need to remove gloves. The buttons must require physical force be applied to the buttons in order to operate. The buttons must require physical force be applied to the buttons in order to operate. The meter shall detect all button presses at any time of the day and shall activate the appropriate display screen and / or backlight as the time of day and current meter configuration dictates.

The meter shall provide a Piezo type buzzer that will provide an audible feedback to the user of the meter.

The mechanisms payment human interface shall be flexible and configurable such that it supports a number of card payment step / sequences in order to allow a user to make payment. For example, a user shall be able to select their desired purchase amount, insert their card, and confirm payment. Alternatively, the user shall be able to insert their card, select their desired purchase amount, and confirm payment or a user shall be able to select their desired purchase amount, press confirm, and then insert their card.

**WIRELESS DATA and MANAGEMENT SYSTEM CAPABILITIES**

Each meter shall be individually capable of transmitting wireless data for the purposes of payment card processing, coin transactions, updates to the operating features and rate configuration of the meter, as well as fault notification. The wireless capability must be integral to the meter mechanism design and shall not require a secondary connection to a wireless device. Such communication will be accomplished without any additional networking equipment that would need to be installed on city street poles or any other location, such as buildings, etc.

Updates to meter software, such as meter firmware and operating software, must be able to be performed wirelessly and will not require City staff to interface with each individual meter to accomplish such an update.

The single/dual space meter management system shall not be dependent on the interaction of individual handheld devices and each meter in the field. Management system shall be completely web-based system accessible via desktop computer, laptop computer, or handheld wireless device to authorized personnel. No additional software other than an Internet browser shall be required for the management system to be access and fully used in conjunction with the single-space meter products. This shall provide access to the meter management system from authorized user 24/7 over the web.

Management system shall provide a variety of reports to include financial, technical, and administrative functions via a single web-portal. No additional software will be required to access and update the meter system, other than access to an Internet browser. Reports shall include, but are not limited to:

- Credit card reconciliation (daily, weekly, monthly, annually)
- Cash collection reports (by date, time, pole, and collector)
- Revenue Summary reports (daily, weekly, monthly, annually, by zone, route, street or pole)
- Coin box level (% full)
- Individual transactions (cash or credit) by pole
Mechanism shall feature a peripheral port interface, which shall be connected to the mechanism’s microprocessor. This port shall be capable of inputting and retrieving data to and from the mechanism or incorporating future upgrades.

ADDITIONAL DESIRED FEATURES

Meter shall allow for the use of additional cards to be used with the same hybrid credit card / contact smart card reader for the purposes of accessing meter diagnostics, cash collection, and allow for time to be added to the meter during a maintenance event without affecting the revenue audit. The use of these cards must be logged and can be presented as one of the report options in the web-based management system.

Diagnostics Card: with the use of a diagnostics card, and without opening the meter housing, the meter must provide specific information relating to the current meter operating status. Features shall include the ability to:

- View the current assigned meter configuration and software version
- View the battery level (for rechargeable and non-rechargeable) and solar panel charge level
- Test the operating condition of the card reader
- Test the operating condition of the coin validator
- Test the integrated wireless communications
- Allow for the meter to be turned off

Coin Collection Card: with the use of a coin collection card, and without opening the meter housing, the meter must allow for the user to clear the coin box counter at the time of cash collection. The effect of this card is to provide a cash audit feature that is available in the web-based management system that will allow visibility of the time, card used, cash value collected, and a detailed summary of the coin types collected.

Meter Maintenance Card: with the use of a meter maintenance card, and without opening the meter housing, the meter must for the maintenance staff to put time on the meter to compensate
a motorist in the event of meter maintenance activity. The time put onto the meter will not affect the revenue audit, but can be logged and displayed in the web-based management system.

Pay-by-Cell. The City would like the option to include a pay-by-cell phone option. Any meter system installed must have the ability to push any time purchased from a remote payment device or smart phone directly to the meter such that the payment of the meter is transparent for the purposes of enforcement. Additionally, if so desired, a user may register for a service that would allow for delivery of a receipt after payment with a credit card as well as a notification prior to meter expiration for the purposes of adding additional time to the meter remotely, where public policy permits.

Meter Maintenance Application: with the use of a mobile device application for meter maintenance, staff can easily log faults and repairs in the field from their cellular phone/tablet.

**REAL TIME CLOCK**

The mechanism shall be equipped with a 365-day calendar real time clock.

This time clock will enable the following programmable options:

- Automatic daylight savings time change feature
- Time of day operation
- No parking times
- Overtime / Grace periods
- Progressive and regressive tariffs; and
- Deferred rate profiles

The mechanism must be capable of implementing multiple rate structures as required depending on time of day and week. The real time clock shall operate continuously regardless of implemented structures.

The mechanism shall retain date and time settings during battery replacement, and shall operate for up to five minutes in battery replacement situations.

The mechanism shall track day-of-week and shall display this, along with the time-of-day during a reset sequence.

The vendor shall provide a Mechanism Timer Accuracy Testing Certificate, carried out by an independent third party lab, which shall attest to the count-down timer accuracy and real time clock accuracy of the mechanism.

The mechanism clock shall sync with the time on the MMS a minimum of once per day, and every time it communicates with the MMS.
COUNT DOWN TIMER ACCURACY

The mechanism countdown accuracy shall be carried out by the independent third-party laboratory at three different time-purchase intervals of one (1), four (4), and twenty four (24) hours with each done at a temperature of 20, 25 and 60 degrees Celsius. (-4 F, 77 F, 140 F).

REAR DISPLAY

The mechanisms rear display shall be a large, (minimum 3” x 1”), high visibility display.

The mechanisms rear LCD shall be able to statically display solid red or solid silver, or alternatively flash solid red and then solid silver at various programmable flash rates, plus flash either the solid red or solid silver in synchronization with the front display, if desired.

The display shall be able to display the words **Expired** and **Out of Order**, and both shall optionally be able to be displayed as silver text on red background or as red text on silver background.

The display shall be able to show two (2) international No Parking symbols

The background words and symbols shall be able to be programmed to display, not display or flash at various programmable rates. The appropriate text/icon can be flashed on and off with or without the background flashing, in or out of synchronization with the text or symbols.

BIDS

All equipment purchased as a result of this solicitation shall be connected with cellular technology; capable of and compatible with multiple forms of payment that include but are not limited to the following: coins, credit cards, debit cards, smart cards, pay by cell and pay by app. Coins must continue to function if the other payment methods fail. No credit card specific data is to be stored on the parking meters, and all credit card transactions shall be encrypted in a manner that complies with the requirements of this RFP.

All bids shall also include any recurring costs (as long as meters are in existence) necessary for the operation, maintenance, or use of the meters including, but not limited to, any software license fees, communication fees, operational fees, or credit card transaction fees. There shall be no fee for hardware or software upgrades for the life of the system.

Bids shall include an explanation of how a pay by cell phone feature would integrate with the Bidder’s hardware. The Bidder must have the ability to push any time purchased from a remote payment devise or smart phone directly to the meter such that the payment of the meter is transparent for the purposes of enforcement. Additionally, if so desired, a user may register for a service that would allow for delivery of a receipt after payment with a credit card as well as a notification prior to meter expiration for the purposes of adding additional time to the meter remotely. Any upfront costs/fees and any recurring cost/fees associated with the purchase or operation of such a pay by cell phone system should be included in the explanation provided in the written portion of the Bid but shall not be included in the cost proposal. The City does not intend on acquiring a pay by cell phone system as a result of this solicitation, but any hardware acquired as a result of this solicitation shall be compatible with, without any modifications to the hardware or software, such a system.
Bids shall include an explanation of how technical support will be provided and whether it is 24 hours/7 days a week.

Bids shall include an explanation of how enforcement is handled on the single-space meters. The Bidder should highlight any advanced features on the hardware that improve enforcement efficiency and should also include whether additional hardware, that may include but are not limited to smart phones, tablets, or laptops is required for enforcement.

1 single-space pole-mounted and 13 dual-space pole-mounted smart meter mechanisms. All equipment shall be new. All quotes, single-space and dual-space, must include the same criteria stated above in sections.

Quality Control and Acceptance

The Project shall be constructed in accordance with this scope of work, the City of Dunnellon Standard plans, standard industry practices and guidelines, and is subject to inspection and approval by the City of Dunnellon Project Manager and Public Works Supervisor. Notwithstanding the presence of a City representative, the Vendor is responsible for performing the work in accordance with this scope of work and all applicable laws and ordinances.
TO: Project Manager (Chief of Police)
The undersigned declares that he has carefully examined the Request for Proposal, including all attachments, and is satisfied as to the field conditions he will encounter. The Bidder proposes to furnish all materials, labor and equipment and to do all work required to complete the project in accordance with the Scope of Work (Attachment A), for the prices set forth in the following schedule.
<table>
<thead>
<tr>
<th>BID ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Turn-Key purchase and installation of meters and kiosks to include kiosk with drop arm barrier/tripod turn-style for security access control restriction at City Beach location. Perform all construction and/or installation work as shown in Scope of Work Attachment A</td>
<td>1 Job</td>
<td>Lump Sum</td>
<td>Lump Sum</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Turn-Key purchase and installation of meters and kiosks <strong>WITHOUT</strong> drop arm barrier/tripod turn-style for security access control restriction at City Beach location Perform all construction and/or installation work as shown in Scope of Work Attachment A</td>
<td>1 Job</td>
<td>Lump Sum</td>
<td>Lump Sum</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Purchase of Software &amp; Hardware Meters and Kiosks to include training and complete setup by vendor if City assumes responsibility for physical installation of meters and kiosks</td>
<td></td>
<td>Lump Sum</td>
<td>Lump Sum</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>List of all annual recurring costs</td>
<td>Two year contract term</td>
<td>Each</td>
<td>Each</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Meter Covers for Double and Single Meters for City events and meetings where there is no charge for parking</td>
<td>One for each installed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Optional purchase of Pay-By-Phone System</td>
<td></td>
<td>Lump Sum</td>
<td>Lump Sum</td>
<td></td>
</tr>
</tbody>
</table>
**Quantities.**
The foregoing quantities are approximate only, being given as a basis for the comparison of bids. The City does not, expressly or by implication, agree that the actual amount of work will correspond with the quantities, but reserves the right to increase or decrease the amount of any class or portion of the work, or to omit any portion(s) (this includes complete base bid items) of the work, as the Project Manager deems necessary or advisable, at the contract price. Price negotiations on the contract prices are optional if the actual amount of work is different from the above estimates by 25% or greater.

All items are based on an in-place condition.

The undersigned further agrees to execute the required contract(s), within ten (10) calendar days of notification that the contracts are ready for signature.

The undersigned is licensed in accordance with the State of Florida Contractor’s License Law.
License No. ____________________
Class ____________________
Expiration Date _________________

If firm is an individual, so state. If a firm co-partnership, state the firm name and give the names of all individuals or co-partners composing the firm. If a corporation, state legal names of corporation and also names of President, Secretary, Treasurer, and Manager thereof.

Under penalty of perjury, I declare that to the best of my knowledge and belief the representations made herein are true, correct and complete.

SIGNATURE OF BIDDER ___________________________________________________________________

Print or Type Name, Address and Telephone Number:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

DATED: _______________________, 2018.

Full compensation for the items of work, which are not covered under the contract bid item, and described in the scope of services, shall be considered as included in the prices paid for the various contract items of work involved, and no additional payment will be made thereof.
THIS PARKING EQUIPMENT AND SERVICES AGREEMENT ("Agreement") dated __________, 2018 ("Effective Date"), by and between the City of Dunnellon, a Florida municipal corporation, whose principal place of business and address is 20750 River Drive, Dunnellon FL 34431 (hereinafter called the "City") and __________, whose principal place of business and address is __________ (hereinafter called "Vendor").

WHEREAS, the City wishes to contract with Vendor to purchase __________; and

WHEREAS, this Agreement will be for a two (2) year period and will automatically be renewed for successive two (2) year periods unless the City notifies Vendor in writing to the contrary at least fifteen (15) weeks before the expiration of the original term or any subsequent renewal; and

WHEREAS, the City has agreed to purchase the parking equipment for the costs, fees, and payment terms identified in Appendix C; and

WHEREAS, Vendor has agreed to provide access and use of Vendor’s meter management system and payment gateway for the term of this agreement in exchange for the costs, fees, and payment terms identified in Appendix C and the City has agreed to execute the Hosting Service Agreement provided in Appendix D.

NOW THEREFORE, in consideration of the premises, covenants and agreements contained herein, the parties hereto agree as follows:

1. **Definitions:** Where any word or phrase defined below, or a pronoun used in place thereof, is used in any part of this Agreement, it shall have the meaning herein set forth:

   **Agreement:** This document and the following appendices together with any future amendments:
   
   Appendix A – License
   Appendix B – Warranty
   Appendix C – Costs, Fees and Payment Terms and Conditions
   Appendix D – Hosting Service Agreement
   Appendix E – Specifications for the Work

   **Work:** All equipment, labor, materials, supplies, software and hardware, forming part of __________ which shall be provided by Vendor to fulfill its obligations under this Agreement, with specifications as described in Exhibit E.
2. **Payment:** In consideration for the Work provided under this Agreement and for the rights and licenses related to the Work granted hereunder to City, City will pay Vendor the amounts as set out in Appendix C and in accordance with the terms and conditions therein.

Prompt Payment Policy - It is the policy of the City of Dunnellon to fully implement the provisions of the State of Florida Local Government Prompt Payment Act. For more information, please refer to Florida Statute 218.70.

Withholding Payment - In the event this Agreement is terminated or canceled under any provision herein, the City of Dunnellon may withhold from Vendor any monies owed, an amount sufficient to compensate for damages suffered because of the violation resulting in termination or cancellation.

100% of Payment will be made upon completion of the project, (including training on software) and satisfactory inspection by the Project Manager, Chief of Police.

3. **Vendor’s Duties.** Vendor shall:

   a) Designate a project manager who shall administer and ensure performance of Vendor’s duties and responsibilities under this Agreement.

   b) Provide the Work as described in Appendix E at the prices as set out in Appendix C.

   c) Supply access to Vendor’s meter management system.

   d) Provide a license to the City for City’s use of any such Vendor deliverable during the term of the Agreement. Vendor’s license is set out in Appendix A.

   e) Provide a warranty to the City for City’s purchase of any such Vendor deliverable during the term of the Agreement. Vendor’s warranty is set out in Appendix B.

   f) Ensure that Vendor’s Customer Service department will be available from 8:00 a.m. to 4:30 p.m. ET Monday to Friday excluding State and Company holidays.

   g) Include all upgrades of software and hardware for the life of the system at no cost to the City.

   h) Provide software support including meter maintenance regarding software issues.

4. **City’s Duties.** City shall:

   a) Designate a project manager who shall have authority to administer and ensure performance of City’s duties and responsibilities under this Agreement.

   b) Ensure that Merchant account set-up for credit card clearance is initiated prior to on-site installation.
c) Provide the following information to Vendor prior to Vendor’s delivery of the Work to the City.

   i. Required information to set up credit card payment gateway account using City’s merchant account (Vendor shall provide the form to City for completion).
   ii. All required meter display messaging and housing messaging, if any, necessary for the commissioning of the meters.
   iii. All required meter profiles (time, rates, blinking of LEDs, grace periods, etc.).
   iv. All Post ID and meter profiles for each post.

d) Install the meters.

e) Remit payment to the Vendor as outlined in Appendix C.

f) Perform first line meter maintenance, including fix clearing of coin jams, card reader jams, and other such routine meter maintenance not related to software issues.

5. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue for a two (2) year period and will automatically be renewed for successive two (2) year periods unless the City notifies Vendor in writing to the contrary at least fifteen (15) weeks before the expiration of the original term or any subsequent renewal.

6. **Termination/Cancellation of Contract.**

   If the Vendor fails to fulfill any of its obligations under the Contract, or otherwise, through no fault of the City, such failure shall be considered a default and shall entitle, but not obligate, the City to suspend performance under or to terminate the Contract, in whole or in part, at the City’s discretion, if the Vendor fails to cure such default within thirty (30) days after receipt of a written notice thereof from the City. Furthermore, the City shall have the right to terminate the Contract, in whole or in part, without the Vendor being in default thereunder. Termination shall be effected by delivery to the Vendor of a written notice specifying whether termination is for the default of the Vendor or for the City’s convenience, the extent to which services under the Contract are to be terminated, and the date upon which such termination becomes effective. After receipt of such written notice, and except as otherwise directed in writing by the City, the Vendor shall promptly stop work under the Contract on the date and to the extent specified in the notice, terminate all subcontracts to the extent that they relate to the performance of services terminated by the notice, and complete performance of such services as shall not have been terminated by the notice.

   In the event of termination for convenience, the City shall pay the Vendor (i) the full amount due for goods satisfactorily delivered and/or services satisfactorily rendered, (ii) approved costs and expenses incurred which remain unpaid at the time of such termination, and (iii) such other costs of termination, if any, as may be mutually agreed by the parties. The City shall have the right to set off against amounts otherwise owed the Vendor all amounts owed by the Vendor to the City under the Contract or otherwise.

7. **Notice.** All notices, requests, demands shall be personally delivered or given by certified mail, return receipt requested, to the following addresses:
8. **Independent Contractor.** Vendor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the Work under this Agreement. Vendor is liable for the acts and omissions of itself, its employees and its agents. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Vendor.

9. **Indemnification**

The Vendor hereby agrees to indemnify and hold harmless the City of Dunnellon, its officers, directors, representatives, employees, agents, servants and anyone acting under its supervision, direction and/or control, from and against any and all claims for infringement of any United States Patent, registered trademark, trademark and all other claims, damages, loss, delays, costs or expenses of any kind or nature, including attorneys’ fees and costs arising out of this Agreement or resulting from the performance of the work, furnishing of services and/or furnishing of material, goods, or equipment (included but not limited to claims regarding defect in materials goods or equipment) and caused in whole or in part by the negligence, breach of contract, default, act or omission of the Vendor, its officers, directors, employees, servants, agents, subcontractors, and/or any individuals acting under its supervision, direction, and/or control, in its behalf, or for which the Vendor is legally responsible, in connection with, arising out of, and/or incident to the Contract or the performance of the work. The Vendor shall also indemnify and hold harmless the City of Dunnellon from and against any and all claims against the City, its officers, directors, representatives, employees, agents, servants and anyone acting under its supervision, direction and/or control, by any employee, agent, or servant of the Vendor or of any subcontractor. The indemnification obligation under this clause shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the vendor any subcontractor under any Worker’s Compensation Act, Disability Benefit Act, or other Employee Benefit Act.

10. **Laws & Regulations.**

The Vendor at all times shall be familiar with and observe and comply with all Federal, State, County, and Municipal laws, codes, ordinances, rules and regulations which in any manner may apply and those which may be enacted later, or bodies or tribunals having jurisdiction or authority over the work, and shall indemnify and save harmless the City of Dunnellon against any claims or liability arising from, or based on, the violation of any such law, ordinance, rule, code, regulation, order, patent infringements or decrees by the successful bidder, its officers, directors, employees,
servants, agents, and/or any individuals acting under its supervision, direction, and/or control, in its behalf, or for which the successful bidder is legally responsible.

11. **Venue.**
   In any action arising under or incident to the Contract and/or performance of the work thereunder, the exclusive venue for any such action shall be the state or federal courts in and for Marion County, Florida.

12. **Public Records.**
   All writings, questions, and/or responses, including any literature or handouts at presentations concerning this RFP constitute Public Records under Chapter 119, Florida Statutes. The tender of a submission authorizes release of all of the company’s information as submitted.

   **Public Records:**
   The Vendor and any subcontractor of the Vendor shall maintain public records required by the CITY to perform the service.

   Upon request from the City’s custodian of public records, the Vendor shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

   The Vendor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Vendor does not transfer the records to the City.

   Upon completion of this contract, Vendor shall transfer, at no cost, to City all public records in possession of Vendor or keep and maintain public records required by CITY to perform the service. If the Vendor transfers all public records to City upon completion of the contract, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of the contract, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CITY, upon request from CITY’s custodian of public records, in a format that is compatible with the information technology systems of CITY.

   **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL BIDDER’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:***

   City Clerk’s Office  
   City of Dunnellon  
   20750 River Drive
13. **Remedies.**
This contract shall be governed by the laws of the State of Florida. Venue for any litigation involving this contract shall be the Circuit Court in and for Marion County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or at equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

14. **Insurance Requirements**
Prior to commencing work, the Vendor shall procure and maintain at Vendor's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Consultant, his agents, representatives, employees or Subcontractors.

Vendor shall maintain limits no less than:

- **Commercial General/Umbrella Liability Insurance** - $1,000,000 limit per occurrence for property damage and bodily injury. The insurance shall include coverage for the following:
  - Premise/Operations
  - Products/Completed Operations
  - Contractual
  - Independent Contractors
  - Broad Form Property Damage
  - Personal Injury

- **Business Automobile/Umbrella Liability Insurance** - $1,000,000 limit per accident for property damage and personal injury.
  - Owned/Leased Autos
  - Non-owned Autos
  - Hired Autos

- **Workers’ Compensation and Employers’/Umbrella Liability Insurance** -- Workers’ Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers’/Umbrella Liability coverage for $1,000,000 per accident. Workers’ Compensation coverage is required as a condition of performing work or services for the City whether or not the Vendor is otherwise required by law to provide such coverage.

- **Professional Liability Insurance** - $1,000,000 or as per project (ultimate loss value per occurrence).

**Other Insurance Provisions**
- **Commercial General Liability and Automobile Liability Coverage**
• The City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor or premises on which Vendor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Dunnellon, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

• The Vendor’s insurance coverage shall be primary insurance as respects the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance maintained by the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Vendor’s insurance and shall not contribute with it.

• Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers.

• Coverage shall state that Vendor’s insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City of Dunnellon, member of its City Council, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Vendor in the performance of services under this Agreement.

All Coverage

• Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.

• If Vendor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Vendor resulting from said breach.

• Alternatively, City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Vendor, City may deduct from sums due to Vendor any premium costs advanced by City for such insurance.

• City named as "additional insured" as its interest may appear.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retention’s must be declared to and approved by the City. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retention’s as respects the City of Dunnellon, members of its City Council, boards, commissions and committees, officers, agents, employees and volunteers; or the Vendor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.
Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+X or better by A.M. Best's rating service.

Verification of Coverage

Vendor shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

Subcontractors

Vendor shall include each of its subcontractors as insureds under the policies of insurance required herein.

15. General Provisions

a) Binding Agreement. This Agreement shall be binding upon the parties, their partners, successors, assigns and legal representatives and shall inure to the benefit of the parties hereto.

b) Non-Waiver of Rights. The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

c) Governing Law, Jurisdiction and Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of Florida.

d) Construction. All paragraph captions are for reference only and shall not be considered in construing this Agreement.

e) Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then the validity of other provisions of this Agreement shall not be affected or impaired thereby, and such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

f) Force Majeure. Each party shall be excused from performance of its obligations under the Agreement to the extent such performance (except the making of undisputed payments already due and owing in accordance with any applicable provisions of this Agreement) is prevented, restricted or interfered with by reason of fire, flood, earthquake, explosion or other casualty or accident, strikes, unavailability of materials, war, act of terrorism or other violence, act of God, or any other act beyond the control of the affected party. Provided, however, any party delayed by such an event shall request an extension of time to perform its obligations stated in this Agreement by notifying the party to which it is obligated within ten days following the event. If the notified party agrees that the event was the cause of the delay, the time to perform the obligations stated in this Agreement shall be extended by the number of days of delay caused by the event. If the required notice is not given by the delayed party, no time extension shall be granted.
g) **Survival Period.** Any provision of this Agreement that imposes an obligation following the termination or expiration of this Agreement will survive the termination or expiration and will continue to be binding upon the parties to this Agreement.

h) **Amendments.** This Agreement may not be amended, nor may compliance with any of its terms be waived, except by written instrument executed by both parties to this Agreement.

i) **Entire Agreement.** The attached Appendices and Attachments shall be construed as integral parts of this Agreement. This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. If any provision of this Agreement is held to be unenforceable, this Agreement shall be construed without such provision.

j) Either party may terminate this Agreement by following the procedures described in this Section. If at any time during the term of this Agreement, either party considers terminating this Agreement, such party shall give the other party written notice that it is considering such action, which notice shall set forth with sufficient specificity such party’s reasons for contemplating termination. During the thirty (30) day period following such written notice, the parties shall discuss, in good faith, the party’s reasons for considering termination in an effort to avoid the need for such action. Following the thirty (30) day discussion period, the party considering termination, if not fully satisfied, may elect to terminate the Agreement by giving the other party sixty (60) days’ written notice of its intention to terminate; provided, however, neither party may give notice of its intention to terminate during the first eighteen (18) months of operation under this Agreement except for reason of breach of contract for which no remedy has been provided within 30 days of a party giving written notice of the reason to terminate to the other party.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of this ____ day of ____, 2018.

City of Dunnellon

By: ______________________
Name: ______________________
Title: ______________________

Vendor

By: ______________________

APPENDIX A
LICENSE AGREEMENT
APPENDIX E-Specifications for Work
REFERENCE LISTING FORM
FORM - 1

List a minimum of 5 references for similar projects in size/nature and contracts, preferably governmental, which you have completed within the past 3 years. Prefer references close to the City of Dunnellon, Florida location in the event a site visit is in order.

1  CUSTOMER NAME:_________________________________________________
   ADDRESS:_________________________________________________________
   ________________________________________________________________
   TELEPHONE:(_____)______________________FAX:(_____)_________________
   CONTACT NAME:___________________________________________________
   DATE OF COMPLETION OF PROJECT:____________________________________
   ORIGINAL AMOUNT OF PROJECT:  $____________________________________
   ENDING AMOUNT OF PROJECT:  $______________________________________

2  CUSTOMER NAME:__________________________________________________
   ADDRESS:__________________________________________________________
   ________________________________________________________________
   TELEPHONE:(_____)______________________FAX:(_____)__________________
   CONTACT NAME:____________________________________________________
   DATE OF COMPLETION OF PROJECT:____________________________________
   ORIGINAL AMOUNT OF PROJECT:  $____________________________________
   ENDING AMOUNT OF PROJECT:  $_______________________________________

3  CUSTOMER NAME:__________________________________________________
   ADDRESS:__________________________________________________________
   ________________________________________________________________
   TELEPHONE:(_____)______________________FAX:(_____)__________________
   CONTACT NAME:____________________________________________________
   DATE OF COMPLETION OF PROJECT:_____________________________________
   ORIGINAL AMOUNT OF PROJECT:  $_____________________________________
   ENDING AMOUNT OF PROJECT:  $_______________________________________

4  CUSTOMER NAME:__________________________________________________
   ADDRESS:__________________________________________________________
   ________________________________________________________________
   TELEPHONE:(_____)______________________FAX:(_____)__________________
   CONTACT NAME:____________________________________________________
   DATE OF COMPLETION OF PROJECT:____________________________________
   ORIGINAL AMOUNT OF PROJECT:  $____________________________________
   ENDING AMOUNT OF PROJECT:  $_______________________________________
CUSTOMER NAME:__________________________________________________
ADDRESS:__________________________________________________________
____________________________________________________________________
TELEPHONE:(_____)______________________FAX:(_____)________________
CONTACT NAME:____________________________________________________
DATE OF COMPLETION OF PROJECT:_____________________________________
ORIGINAL AMOUNT OF PROJECT:  $_____________________________________
ENDING AMOUNT OF PROJECT:  $_______________________________________

My company has been in this type of business for ________________years
State License Number:_____________________expires:_______________
ADDENDUM ACKNOWLEDGEMENT
FORM - 2

The proposer shall acknowledge obtaining all addenda issued to this formal solicitation from the City’s web site by completing the blocks below. Failure to acknowledge all addenda may be cause for rejection of the bid response.

Addendum No. ______________________________ Date Issued: __________________

Addendum No. ______________________________ Date Issued: __________________

Addendum No. ______________________________ Date Issued: __________________

Addendum No. ______________________________ Date Issued: __________________

AUTHORIZED SIGNATURE: ______________________________________________

TITLE: _________________________________________________________________

(Print/type name as signed above): __________________________________________

DATE: ___________________________________________________________________
NON-COLLUSION AFFIDAVIT OF PRIME RESPONDENT

FORM - 3

STATE OF _______________________
COUNTY OF _______________________

________________________________, being duly sworn, deposes and says that:

(1) He/she is ______________________ of _________________________________
    Title                                                Firm/Company

The respondent that has submitted the attached response.

(2) He/she is fully informed respecting the preparation and contents of the attached
    solicitation and of all pertinent circumstances respecting such solicitation.

(3) Such solicitation is genuine and is not a collusive or sham solicitation.

(4) Neither the said respondent nor any of its officer, partners, owners, agent
    representatives, employees or parties in interest including this affiant, has in any
    way, colluded, conspired, or agreed, directly or indirectly, with any other respondent,
    firm or person, to submit a collusive or sham response in connection with the
    Agreement or collusion or communication or conference with any other responder,
    firm or person to fix the price or prices in the attached solicitation or of any other
    respondent, or to fix any overhead, profit or cost element of the proposed price or the
    proposed of any other responder, or to secure through any collusion, conspiracy,
    connivance or unlawful Agreement any advantage against the City of Dunnellon,
    Florida, or any person interested in the proposed Agreement.

(5) The price or prices quoted in the attached response are fair and proper and are not
    not tainted by any collusion, conspiracy, or unlawful Agreement on the part of the
    proposer or any of its agents, representatives, owners, employees, or parties of
    interest, including affiant.

(Signed)_________________________________  (Title)
STATE OF FLORIDA
COUNTY OF MARION

The foregoing instrument was acknowledged before me this _____________________ by ________________________, who is personally known to me or who has produced ________________________ as identification and who did (did not) take an oath.

_________________________________ (Signature of Notary Public)

_________________________________ (Name of Notary Typed, Printed or Stamped)
EXCEPTION SECTION

FORM - 4

Any exception to the technical specifications contained herein must be clearly identified in this section. Descriptions must include a clear explanation of the proposal exceptions and include a reference to the page/section to which the exception is related.

SIGNATURE SHEET

I, the undersigned, do hereby agree to all terms and conditions listed within this formal solicitation, and will supply all labor, materials, equipment and supplies as required with this specification.

COMPANY NAME: _______________________________________________________

ADDRESS:                _______________________________________________________

_____________________________________________________

_____________________________________________________

TELEPHONE:           _________________________FAX:__________________________

EMAIL                      _______________________________________________________

AUTHORIZED
SIGNATURE             ______________________________________________________

PRINT NAME           ______________________________________________________

DATE                         ______________________________________________________
DRUG FREE WORKPLACE FORM
FORM - 5

The undersigned bidder, in accordance with Florida Statute 287.087 hereby certifies that
________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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STATEMENT OF NO BID

FORM - 6

CITY OF DUNNELLON
20750 RIVER DRIVE
DUNNELLON, FL  34431

We, the undersigned, have declined to bid on your Bid Number BID2017-03 Purchase and Installation of Parking Meter System for the following reason(s):

__________ We do not offer this service/product.
__________ Our schedule would not permit us to perform.
__________ Unable to meet specifications.
__________ Other _____________________________________________________________________

We understand that if the Statement of No Bid letter is not executed and returned, our name may be deleted from the list of qualified bidders of City of Dunnellon.

Company Name _______________________________________________________________________

By______________________________________________________________________________

(Authorized Person’s Signature)

_________________________________________________________________________________

(Print or type name and title of signer)

Company Address ______________________________________________________________________

_________________________________________________________________________________

Telephone Number ______________________________________________________________________

Toll Free Number ______________________________________________________________________

FAX Number __________________________________________________________________________

Email________________________________________________________________________________

Date ________________________________________________________________________________
ORDINANCE #ORD2018-08

AN ORDINANCE OF THE CITY OF DUNNELLON, FLORIDA, UPDATING REQUIREMENTS PERTAINING TO PARKING; AUTHORIZING PLACEMENT OF PARKING METERS; CREATING REQUIREMENTS REGARDING PARKING METER DEPOSITS; ESTABLISHING PARKING METER VIOLATIONS AND PROVIDING PENALTIES FOR SAME; PROVIDING FOR SEVERABILITY AND CODIFICATION; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Dunnellon believes that it is in the best interest of the City to update its parking regulations; and

WHEREAS, the City Council of the City of Dunnellon believes that it is in the best interest of the City to implement a system for parking meters within the City.

LEGISLATIVE UNDERSCORING: Underlined words constitute additions to the City of Dunnellon City Code, strike through constitutes deletions from the original, and asterisks (****) indicate an omission from the existing text which is intended to remain unchanged.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Dunnellon, Florida, as follows:

SECTION 1. The above recitals (Whereas clauses) are hereby adopted as legislative findings, purpose and intent of the City Council.

SECTION 2. Chapter 66, Article II, Division 1 of the City of Dunnellon Code of Ordinances is hereby amended as follows:

DIVISION 1. - GENERALLY

Sec. 66-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

***

Parking meter means and includes any mechanical device, meter, or timed parking system not inconsistent with this section, placed or erected for the regulation of parking by the authority of this chapter. Each parking meter, device or timed parking system shall indicate by proper legend, the legal parking time established by the city; and when in operation, shall at all times indicate the balance or amount of legal parking time, and at the expiration of such metered period shall indicate illegal or overtime parking.

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Parking meter space means any space within the parking meter zone adjacent to a parking meter, device, or within a timed parking system zone, and which is duly designed for the parking of a single vehicle by lines painted or otherwise durably marked on the curb or on the surface of the street adjacent to or adjoining the parking meters.

Parking meter zone means and includes any street, portions thereof, parking area or lot, upon which parking meters, devices, or timed parking systems are installed, or parking is regulated, which is in operation for the parking of vehicles for a limited time, subject to compliance with regulations.

Sec. 66-32. - State statutes adopted.

The provisions of F.S. §§ 316.1945, 316.195, 316.1951, 316.1955, 316.1956, 316.1957, 316.1958, 316.1959, 316.1965, 316.1967, 316.1974, and 316.1975, as such statutes pertain to parking violations, are hereby adopted and incorporated in this article by reference. Any violation of these statutes is considered as a violation of this chapter.

Sec. 66-33. - Establishment of parking zones.

The city may approve, upon recommendation of the chief of police, parking zones and parking meter zones regulating the place and duration of parking on parking areas, lots, streets, and rights-of-way of the city, within the corporate limits of the city.

Sec. 66-34. - Parking prohibited on certain areas, lots, streets, or rights-of-way.

When signs are erected giving notice thereof, no person shall at any time park a vehicle upon any so designated and posted parking area, lot, street or parts of the street right-of-way of the city, within the city.

Sec. 66-35. - Parking prohibited on one side of certain streets and/or rights-of-way.

When signs are erected giving notice thereof, no person shall at any time park a vehicle on the prohibited side of any so designated and posted street and/or right-of-way of the city.

Sec. 66-36. - Parking prohibited during certain hours on certain streets.

When signs are erected giving notice thereof, no person shall park a vehicle between the hours specified upon any of the so posted or designated parking area, lot, streets, or right-of-way of the city.

Sec. 66-37. - Parking time limited in metered zones.

When parking meters are erected giving notice thereof, no person shall stop, stand or park a vehicle for longer than the period of time designated by such parking meters upon any of the streets or parts of streets as may be authorized by motion of the city council.
Sec. 66-38. - Parking in restricted zone; parking for certain purposes prohibited.

(a) No person shall stop, stand or park a vehicle for any purpose or length of time in any restricted parking zone other than for the purpose for which parking in such zone is restricted, except that a driver of a passenger vehicle may stop temporarily in such a zone for the purpose of and while actually engaged in the loading or unloading of passengers when such stopping does not interfere with any vehicle which is waiting to enter or about to enter the zone for the purpose of parking in accordance with the purpose for which parking is restricted.

(b) No person shall park a vehicle upon any parking area, lot, street, or the right-of-way thereof of the city, for the principal purpose of:

1) Displaying a vehicle for sale.
2) Washing, greasing or repairing the vehicle, except repairs necessitated by an emergency.
3) Displaying advertising.
4) Selling merchandise from the vehicle, except in a duly established marketplace or when so authorized or licensed under this Code or any other city ordinance.
5) Storage or as junk or dead storage for more than 24 hours.
6) Soliciting orders for or from which goods, wares, merchandise, fruits, plants, trees or palms are to be sold directly to the customer; however, this subsection shall not apply to vehicles of dealers in produce or other edibles, or dealers in wood, coal, or ice, where the vehicles are parked temporarily for the purpose of soliciting orders from, or sale to, the occupants of the immediate premises only.

Sec. 66-39. - Placement of parking meters, devices or timed parking systems.

The marking off of individual parking spaces in the parking meter zone, and the installation of parking meters, devices or timed parking systems for such spaces, is hereby authorized, ratified, and confirmed. The placement of parking meters shall be in accordance with applicable city ordinances and/or resolutions.

Sec. 66-40. - Parking meter deposit required; exceptions.

Except in a period of emergency determined by an officer of the police or fire department, or in compliance with the direction of a police officer, police aide or traffic control sign or signal, when any vehicle shall be parked in any parking meter space alongside or next to which a parking meter or device is located or within a designated area controlled by a timed parking system, the operator of such vehicle, shall, upon entering said parking meter space, immediately deposit or cause to be deposited such proper payment as is required for said parking meter and as is designated by proper direction on the parking meter, device or timed parking system; and when required by the directions on the meter, device or timed parking system, the operator of such vehicle, after the deposit of the proper payment means as posted on the timed parking system meter or device, shall also set in operation the timing mechanism on such parking meter,
device or timed parking system in accordance with directions properly appearing thereon; and failure to deposit such payment as posted, and to set the timing mechanism in operation when so required, shall constitute a violation of this section. Upon the deposit of such payment posted (and the setting of the timing mechanism in operation, when so required) the designated parking meter space may be lawfully occupied by such vehicle during the period of time which has been prescribed for the part of the street in which said parking meter space is located; provided, that any person placing a vehicle in a parking meter space adjacent to a meter which indicates that unused time has been left in the meter by the previous occupant of the space shall not be required to deposit payment as posted so long as occupancy of said parking meter space does not exceed the indicated unused parking time. If said vehicle shall remain parked in any such parking meter space beyond the parking time limit set for such parking meter space, and if the parking meter, device or receipt from a timed parking system shall indicate such illegal parking, then, and in that event, such vehicle shall be considered as parking overtime and beyond the period of legal parking time; and such parking shall be deemed a violation of this section.

Sec. 66-41. - Cost; Charges by parking meter zones, acceptable currency.

(a) The cost of parking or standing a vehicle in a parking meter space located in a parking meter zone shall be established by resolution;

(b) Parking meter zones and parking requirements, including the cost of parking, within the zones, shall be established by resolution;

(c) The only currency which the meters accept are those of the United States.

Sec. 66-42. - Parking meter violations.

It shall be unlawful and a violation of the provisions of this section for any person:

(a) To cause, allow, permit, or suffer any vehicle registered in his/her name or under his/her control to remain or be placed in any parking meter space controlled by any parking meter, device or timed parking system while said meter, device or timed parking system is displaying a signal or a time-stamped receipt indicating that the vehicle occupying such parking space has already been parked beyond the period prescribed for such parking space;

(b) To cause, allow, permit or suffer any vehicle registered in his/her name or under his/her control to be parked across any line or marking of a parking meter space or in such a position that the vehicle shall not be entirely within the area designated by such lines or markings;

(c) To deface, injure, tamper with, open, break, destroy or impair the usefulness of any parking meter, device or timed parking system installed under the provisions of this section;

(d) To deposit, or cause to be deposited, in any parking meter, device or timed parking system, any slugs, device or metal substance, or other substitute for lawful currency.
SECTION 2. Chapter 66, Article II, Division 2 of the City of Dunnellon Code of Ordinances is hereby amended as follows:

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Sec. 66-62. - Schedule of fines.

The following fines apply for the violations listed:

1) Overtime parking. The fine for parking overtime shall be $50.00.

2) Parking in fire zone. The fine for parking in an area designated as a fire zone shall be $200.00.

3) Parking in a no parking zone. The fine for parking in a no parking zone shall be $50.00.

4) Improper parking. The fine for improper parking shall be $50.00.

5) Parking meter violations. The fine for violations of 66-42(a), (b) of this article shall be $50.00. The fine for violations of 66-42(c), (d) of this article shall be $500.00.

6) Other violations. The fine for any other violation of this article or provisions of the Florida Statutes pertaining to parking shall be $50.00.

7) Leaving vehicle with keys in ignition. The fine for leaving a parked vehicle while the keys remain in the ignition shall be $35.00.

8) Parking in space reserved for handicapped or disabled persons.
   a. The fine for parking in a handicapped zone without a permit shall be $250.00.
   b. If a citation is issued to a person legally entitled to park in a designated handicapped zone, the fine shall be reduced to $10.00 waived upon presentation of proof of a disabled parking permit at the police department.

***

SECTION 3. Severability. The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION 4. Inclusion in the Code. It is the intention of the City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Dunnellon; that the Sections of this Ordinance may be renumbered or relettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

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SECTION 5. Repeal of Inconsistent Ordinances. Any Ordinance in conflict with this Ordinance is hereby repealed.

SECTION 6. Effective Date. This Ordinance shall be effective immediately upon adoption at the second public hearing.

Upon motion duly made and carried, the foregoing Ordinance was approved upon the first reading on the 11th day of June, 2018.

Upon motion duly made and carried, the foregoing Ordinance was approved and passed upon the second and final reading and public hearing on the 23rd day of July, 2018.


ATTEST: Amanda Roberts
City Clerk

CITY OF DUNNELLON
Walter Green, Mayor

Approved as to Form and Legal Sufficiency:

Andrew J. Hand, City Attorney

CERTIFICATE OF POSTING

I HEREBY CERTIFY that copies of the foregoing Ordinance were posted at City Hall, the Chamber of Commerce, and the Dunnellon Library, in the City of Dunnellon, Florida, this 12th day of June, 2018 and on the City’s Official Website the 12th day of June, 2018.

Amanda L. Roberts, City Clerk
RESOLUTION #RES2018-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNNELLON, FLORIDA, ADOPTING A CITY PARKING FACILITY FEE SCHEDULE: PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Dunnellon, Florida provides public parking facilities in certain areas within the City Limits; and

WHEREAS, the City has experienced overcrowding within these public parking facilities which is in part attributable to a small number of private entities at the expense of other users and the general public; and

WHEREAS, City Council has determined that implementation of metered paid parking will help to address issues related to such overcrowding; and

WHEREAS, the City incurs significant costs in the maintenance and provision of public parking facilities; and

WHEREAS, the City has the responsibility to operate its parking facilities in a fiscally sound manner; and

WHEREAS, the City Council has determined that fiscally sound operation can be accomplished through metered paid parking within the public parking facilities specified herein; and

WHEREAS, the City Council has determined that implementation of metered paid parking will support the City’s financial efforts to create more public parking facilities in order to accommodate new growth and to support law enforcement efforts; and

WHEREAS, Ordinance #ORD2018-08 directs that parking meter zones and parking requirements, including the cost of parking within the zones, shall be established by resolution; and

WHEREAS, the City Council has determined that is in the best interest of the health, safety, and welfare of the citizens of the City to require paid parking within the parking meter zones specified within this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNNELLON, FLORIDA, AS FOLLOWS:

SECTION 1. The “WHEREAS” clauses above are hereby incorporated herein as legislative findings.

SECTION 2. The City of Dunnellon hereby implements the following paid parking rates to be collected via parking meters within the parking meter zones specified below:

RES2018-18 First Draft
Council Workshop July 18, 2018
• City Hall Parking Lot (West Side)*
  One Dollar ($1.00) per hour with a two (2) hour minimum. This parking rate shall be applicable twenty-four (24) hours per day, seven (7) days per week.

  Meeting/Special Event parking passes can be obtained from the City Hall receptionist for parking related to City business as needed on a per day basis at no charge.

* A map showing the boundaries of same is attached hereto as Exhibit “A.”

• City Hall Overflow Parking Lot (Datesman Ave.)**
  One Dollar ($1.00) per hour with a two (2) hour minimum. This parking rate shall be applicable twenty-four (24) hours per day, seven (7) days per week.

** A map showing the boundaries of same is attached hereto as Exhibit “B.”

• City Beach Parking Lot***
  One Dollar ($1.00) per hour. This parking rate shall be applicable twenty-four (24) hours per day, seven (7) days per week.

*** A map showing the boundaries of same is attached hereto as Exhibit “C.”

SECTION 3. Exemptions/Exceptions/Policies.

a) A vehicle displaying a disabled parking permit or license plate is exempt from the metered parking fee. F.S. 316.1964(1).

b) The exceptions specified in Ordinance #ORD2018-08 shall apply.

c) The City may adopt policies relating to parking, including, but not limited to exemptions for City meetings and exemptions/parking passes for members of the public, city employees, and City Council/boardmembers when conducting business at City Hall.

SECTION 4. Conflicts. All resolutions and parts of resolution in conflict with this resolution are hereby repealed.

SECTION 5. Severability. If any portion of the Resolution shall be declared unconstitutional or if the applicability of this Resolution or any portion thereof to any person or circumstances shall be held invalid, the validity of the remainder of this Resolution and the applicability of this Resolution, or any portion thereof to other persons or circumstances, shall not be affected thereby.

SECTION 6. Effective Date. This Resolution shall become effective upon execution. Notwithstanding the effective date of this Resolution, parking fees will not be collected until such date that parking meters and associated signage are installed within the parking facilities designated herein.

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Upon motion duly made and carried, the foregoing Resolution was accepted by the City Council of the City of Dunnellon this 23rd day of July, 2018.

ATTEST:

AMANDA ROBERTS, CMC 7/23/18
CITY CLERK

CITY OF DUNNELLON, FLORIDA

WALTER GREEN, MAYOR

Approved as to form and legality:

Andrew J. Hand, City Attorney

RES2018-18 First Draft
Council Workshop July 18, 2018
Metered Parking Procedures/Policy

These procedures have been compiled to provide written guidelines for City Hall employees to follow. It is the responsibility of each employee to know the procedures. This document is designed as a supplement to the City of Dunnellon Ordinance #ORD2018-08 and Resolution #RES2018-18.

Exemptions

1. The following will be issued a numbered vinyl window decal to be placed on the inside rear driver’s side window that will exempt them from metered parking at City Hall:
   - City Council Member
   - City Board Members
   - City Employees (these will become a part of the employees’ personnel record and turned in upon separation from the City)
   - Members of the Press – Riverland News and Star Banner
   - City Attorney
   - City Magistrate
   - City Vehicles

   Employee specific parking spaces will be eliminated as a vehicle bearing the decal can use any available parking space.

2. Visitors to City Hall, for City business, between the hours of 8:00 AM and 4:00 PM, Monday through Friday, will be issued a parking voucher (example attached) for that day from the City Hall receptionist. The voucher must be placed on the vehicle’s driver side dashboard.

3. Visitors to City Hall, for City business after 4:00 PM, Monday through Friday will be issued a parking voucher for that evening from a City Hall staff member as designated by the City Administrator or City Clerk. The voucher must be placed on the vehicle’s driver side dashboard.

Special Events

4. Meters will be covered for special events as designated by City Council, by available City staff.

Parking Citations Issued In Error

5. The Dunnellon Chief of Police has the authority to void the parking citation if issued in error.
CITY HALL PARKING VOUCHER

(Not valid without stamp)

TIME:_____________
AUTHORIZED:__________

CITY HALL PARKING VOUCHER

(Not valid without stamp)

TIME:_____________
AUTHORIZED:__________

CITY HALL PARKING VOUCHER

(Not valid without stamp)

TIME:_____________
AUTHORIZED:__________