



PROJECT NO.: IFB130392

OPEN DATE: MAY 2, 2013

AND TIME: 2:30 P.M.

LOCATION: LEE COUNTY PROCUREMENT
1825 HENDRY ST. 3rd FLOOR
FORT MYERS, FL 33901

REQUEST FOR INFORMAL BID

TITLE: DIGITAL PAYMENT TECHNOLOGIES PARKING SYSTEMS & PARTS

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PROCUREMENT MANAGEMENT

MAILING ADDRESS
P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS
1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

NAME: KATHY CICCARELLI
TITLE: PROCUREMENT ANALYST
PHONE NO.: (239) 533- 5456
EMAIL: kciccarelli@leegov.com

GENERAL CONDITIONS

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until 2:30pm on the date specified on the cover sheet of this "Request for Informal Bid", and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

1. SUBMISSION OF QUOTE:

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
 1. Marked with the words "Sealed Bid"
 2. Name of the firm submitting the bid
 3. Title of the bid
 4. Bid number
- b. The Bid must be submitted in duplicate as follows:
 1. The original consisting of the Lee County solicitation forms completed and signed.
 2. A copy of the original solicitation forms for the Director.
- c. The following must be submitted along with the solicitation in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as "Sealed Bid", please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **BIDS RECEIVED LATE:** It is the vendor's responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the vendor unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total bid amount or the extended amounts and the unit prices bid, the unit prices will prevail and the corrected sum will be considered the bid price.

- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.
- g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Procurement Management Director, who will approve or disapprove of the request.
- h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the vendor in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.
- j. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or quote price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the bid.

2. **ACCEPTANCE**

The materials and/or services delivered under the bid **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the vendor is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.
- c. The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
- d. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

5. **WARRANTY/GUARANTEE** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

6. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

7. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid.

Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

8. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

9. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the vendor to perform.

10. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

11. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

12. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

13. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

14. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this solicitation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately bid any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises (DBE's)**

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this solicitation from DBE's to fulfill the County's state policy toward DBE's.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union or worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

15. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

16. **DRUG FREE WORKPLACE**

Whenever two or more responses, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

17. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

18. **TERMINATION**

Any agreement as a result of this bid may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this bid for emergency purposes, as defined by the Lee County Procurement and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a solicitation without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

19. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a solicitation are subject to public disclosure and will **not** be afforded confidentiality.

20. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are **not** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

21. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR
DIGITAL PAYMENT TECHNOLOGIES PARKING SYSTEMS & PARTS

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

The undersigned acknowledges receipt of Addenda numbers: _____

SECTION 1:

DIGITAL PAYMENT TECHNOLOGIES LUKE II PAY STATION CONFIGURED AS FOLLOWS:

- Cold Rolled Steel Cabinet (standard color)
- Solar Power (Must have the capability of running on direct 120 VAC as well)
- 2” Printer
- Alphanumeric Key Pads
- CC/Coin/Bill Payment Panel
- Dual Credit Card Reader
- 1000 Note Bill Validator
- Coin Acceptor and Coin Bag
- Keys (two sets)
- Software Licenses
- 1000 Note Bill Stacker
- Freight

TOTAL COST EACH \$ _____

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIALS (AS APPLICABLE).

FIRM NAME: _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S. # _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS#: _____

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER:

E-MAIL ADDRESS: _____

DISADVANTAGED BUSINESS ENTERPRISE (DBE): _____

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
DIGITAL PAYMENT TECHNOLOGIES PARKING SYSTEMS & PARTS**

SCOPE

The intent of this quote is to provide Lee County Parks and Recreation with a quote to purchase Digital Payment Technologies Luke II Pay Stations and Parts, no equals or substitutes will be considered, on an annual basis.

Proposer is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprises (DBE). Lee County encourages the utilization and participation of DBEs in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

TERM OF AWARD

If awarded, the terms of this solicitation shall be in effect for one year. The County reserves the right to renew this bid (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

BASIS OF AWARD

The basis of award for this bid will be low quoter by section or overall (grand total cost each machine and parts) meeting all specification requirements.

Lee County reserves the right, at the County's discretion, to award to either one single vendor or to multiple vendors.

NOTE: Lee County reserves the right to reject unbalanced bids (a bid where a normally low cost item is priced well out of the normal range).

Lee County reserves the right, at the Procurement Director's discretion, not to award certain items listed on the price proposal form.

Lee County reserves the right to negotiate pricing in the event that the "Luke" Pay Station is no longer available and another model takes its place.

SUBMITTALS

The following submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

1. Current list price sheets via internet or catalog. Current list price sheets of parts should accompany your bid. Anytime the list prices change you must notify Lee County Procurement of the change and for permission for the price increase.
2. Proof of Dealer Authorization to sell Digital Payment Technologies Pay Stations and their parts and accessories.
3. Affidavit Certification Immigration Laws.
4. Insurance Certificate.

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact for all County departments. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

VENDOR REQUIREMENTS

The awarded vendor shall be appropriately licensed, shall obtain all necessary permits, And shall pay all required fees to any governmental agency having jurisdiction over the work. Inspections required by local ordinances during the course of the work shall be arranged by the vendor, as required. Satisfactory evidence to show that all work has been finalized in accordance with the ordinances and code requirements, shall be furnished to Lee County upon completion.

The awarded vendor shall be capable of furnishing, upon request, all state and local licenses required for the specified work to be performed.

PRICE ESCALATION/DE-ESCALATION

Offers are submitted with the understanding that no price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and only where verified to the satisfaction of the Division of Procurement as provided herein. **However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.**

The awarded vendor(s) shall not give less than 30 days advance written notice of a price increase to the Division of Procurement. Any approved price change will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The vendor shall document the amount and proposed effective date of the change in price. The price change must affect all accounts serviced by the vendor. Documentation shall be supplied with vendor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount or percentage of increase which is being passed on to the vendor by others not under the control of the vendor. Failure by the vendor to supply the aforementioned verification with the request for price increase will result in delay of the effective date of such increase. The Division of Procurement may make such verification as deemed adequate. However, an increase, which the Division of Procurement determines is excessive, regardless of any documentation supplied by the vendor, may be cause for cancellation of the contract by the Division of Procurement. The Division of Procurement will notify using agencies and vendor in writing of the effective date of any increase, which is approved. However, the Vendor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Vendor is further advised that price decreases that affect the cost of materials, labor, and transportation are required to be passed on to the County immediately. Failure to do so will result in action to recoup such amounts.

AUTHORIZED DEALER

Quotes will only be accepted from authorized Digital Payment Technologies dealers. In order to be considered for award, you must provide proof of your dealer authorization. This should be included with your quotation.

TECHNICAL SPECIFICATIONS – Luke II, no equals or substitutes will be accepted.

A. Hardware

1. Coin Acceptance
 - a. Must accept up to 12 different coins/tokens
 - b. Must return rejected coins, tokens or slugs immediately
 - c. Must have a coin acceptor release button for clearing coin path
 - d. Must be specifically designed to accept or distinguish between all types of denominations and currencies.
 - e. Must be vandal resistant, weather proof and corrosion resistant

2. **Bill Acceptance**
 - a. Must accept bills in 4 directions
 - b. Must accept any combination of \$1, \$2, \$5, \$10, and \$20 bills
 - c. Must return all rejected bills
 - d. Must be capable of upgrading via simple SIM chip, when new bill are released

3. **Credit Card/Smart Card Reader**
 - a. Must read track 1, 2 and 3 of all mag-stripe cards conforming to ISO 7810 and 7811.
 - b. Must not ingest card - user must maintain control of the card at all times.
 - c. Must be modular, unplug easily and be replaced in less than 2 minutes.
 - d. The payment station memory must be able to store a minimum 10,000 bad card numbers.
 - e. The credit card reader must capable of operating in either real time, or off line
 - f. The credit card reader must not have a motor or moving parts.
 - g. Must read and write to chip-based smart cards conforming to ISO 7810 and 7816.
 - h. Must be flush mounted with no part of the reader protruding outside the cabinet.

4. **Receipt Printer / Paper**
 - a. Paper must be stocked locally for immediate delivery in case of emergency.
 - b. Paper must be coated and be resistant to heat, fading, and curling.
 - c. Paper must have capability to be pre-printed with customized messages on back.
 - d. Receipts must be standard 2” single piece permit or optional 3” piece.
 - e. Thermal printer must not require ink or ribbons.

5. **Alarm**
 - a. Must sense shock, vibration, door open and tilt.
 - b. Must send alarm notifications in real time.

6. **Display**
 - a. The unit must have as a minimum, a color LCD display that is easy to read in various lighting conditions, and programmable to change background shading at specific times of day.
 - b. All instructions and rates are to be provided through the LCD display, eliminating need for external signage.
 - c. The display must have at least 320 x 240 resolutions.
 - d. The display must have at least 16 bit color (65,536 colors).

- e. The display should be capable of exhibiting a color graphic for informational or advertising use. Graphics should be easily loaded through management software or via Internet connection.
7. Environmental Specifications
 - a. Must be capable of withstanding -25°C to +40°C (-13°F to +104°F) temperatures.
 - b. Must be capable of withstanding 95% Relative Humidity.
 8. Power
 - a. Must operate on battery power with a solar or A/C recharging system.
 - b. The battery must be a minimum of 12 volts.
 - c. The system must provide reliable power in all weather conditions.
 - d. In the event of a recharging system failure, the pay station shall be able to process at least 100 transactions on battery power.
 9. Keypad
 - a. Must have an alphanumeric keypad with which to enter stall numbers, desired hours of use, etc.
 - b. Must have high security tactile buttons with audible indicator.
 - c. Must be weatherproof and corrosion resistant.
 10. Locks
 - a. Must be programmable and capable of being re-keyed twice without removing lock cylinder.
 - b. Must have at least 6 locking points.
 - c. Coin bags and bill stackers must have multi level security with different locks and keys for removing the coin bag and bill stacker, and accessing the content of the coin bag and bill stacker.
 12. Cabinet
 - a. Must be a minimum of 12 gauge cold rolled steel or stainless steel.
 - b. Must have no pry points or exposed hinges.
 13. Controller
 - a. Must use Microsoft Windows CE operating system.
 - b. Must have minimum 32MB non-volatile memory.
 - c. Must have a minimum 400MHz Intel XScale processor.
 - d. Must be modular, unplug easily and easily replaced in less than 2 minutes.
 14. Communications
 - a. Must be capable of 2-way wireless communications.
 - b. Must be capable of GSM/GPRS, CDMA, WiFi, or Ethernet.
 - c. Must be capable of communicating through conventional cellular service provided through local cellular providers.

- d. Must have built-in hardware for future capability of two-way communications with end user— via pin hole camera, microphone and speaker—for use as information kiosk or emergency reporting station.
15. Appearance
- a. Pay station must have an attractive appearance that is unique from other equipment, can be easily recognized as parking-related
16. Record of Performance
- a. Successful manufacturer shall have proven track record and at least 2,000 units currently in use in the U.S.

B. Software

Management software shall be compatible with existing customer software, web accessible by the customer and shall have the following capabilities.

1. Pay Mode
 - a. Units must be capable of operating in pay-by-space mode.
 - b. Units must be capable of operating in pay-and-display mode without removing or adding any hardware and changeable as a software configuration only.
 - c. Units must be capable of operating in both pay-by-space mode and pay-and-display mode simultaneously.
2. Networking of Pay Stations
 - a. Parkers must have the ability to pay for any space from any machine.
 - b. When in pay-by-space mode, each pay station must be capable of controlling a minimum of 9,999 parking spaces.
3. Rate Capabilities
 - a. Must be capable of assigning specific rates to each stall or any combination of stalls.
 - b. Must have the ability to charge rates by the minute, hour, day, week, and month.
 - c. Must be capable of varying rates by time of day (ie: 9am to noon=\$0.25 per hour, noon to 4pm=\$0.50 per hour, 4pm to 8pm=\$1 per hour).
 - d. Must be capable of varying rate based on duration of stay (ie: 1st hour=\$1.00, 2nd hour=\$2.00, 3rd hour=\$3.00).
 - e. Must be capable of special event pricing.
 - f. Must allow programming of minimum and maximum time periods.
 - g. Eligible pay station model and software package must be capable of on-street, parking lot, or garage applications.

- h. Must accept pre-programmed coupons.
4. **Payment Options**
- a. Must accept all major credit cards (Visa/MasterCard/American Express).
 - b. Parkers must be able to pay with any valid US coins or designated bills.
 - c. Pay station must have an integrated cell phone payment system which allows parkers to pay for any space by cell phone and add time by cell phone. Spaces paid by cell phone will automatically appear on enforcement reports.
 - d. Must be capable of payment by mag stripe “smart cards”.
5. **Customer Convenience Features**
- a. Must be capable of programming in a grace period before enforcement personnel are notified of a violation.
 - b. Must have multi-lingual capability in Roman letter languages (English, Spanish, French, etc.) with upgrade capability to non-Roman letter languages (Cantonese, Arabic, Russian, etc.).
 - c. When parkers pay using their cell phones, the system must be capable of sending reminder calls to cell phones of cell phone payment customers alerting them to pending expiration of parking time.
 - d. Future application must be capable of accepting payment for parking citations from pay stations.
 - e. Average total transaction time must be less than 15 seconds.
6. **Remote Management**
- a. The System Manager must have the ability to remotely adjust rates via the internet at any time and from anywhere.
 - b. Must be capable of posting adjustments to the pay station in real-time (with a maximum upload delay of 15 minutes).
7. **Reports**
- a. The management software must track and report the total number of receipts issued geographically (by block or lot) and through time (by hour)
 - b. The management software must track and report the number of paid and unpaid parking spaces geographically (by block or lot) and through time (by hour)
 - c. The management software must track and report the revenue collected per pay station, per payment type, geographically (by block or lot) and through time (by hour)
 - d. The System Manager must have the ability to access real time reports (receipts and revenue) via the internet at any time and from anywhere.

- e. The System Manager must be able to easily access daily, weekly, and monthly summary reports (receipts and revenue) in CSV (Comma Separated Value) format for easy analysis. Reports must be in a standardized format which allows for easy adding and averaging of data.

8. Alarms

- a. The pay station must provide as an option the ability to monitor at a minimum the following parts and systems and communicate any malfunctions or supply requirements through email or cell phone:
 - alarm on.
 - shutdown due to low battery power.
 - battery voltage low.
 - shock from being bumped or shaken.
 - coin jam.
 - Number of coins in coin compartment.
 - printer paper low.
 - printer lever disengaged.
 - printer paper out.

9. Enforcement Capabilities

- a. Enforcement personnel must have the ability to remotely access (by means of hand-held devices to be purchased separately if necessary) information on paid and unpaid stalls without physically engaging a pay station.

10. PCI Certification

- a. Successful bidder shall provide proof of PCI Certification and meet or exceed minimum requirements as a Level I Service Provider.

C. Warranty / Customer Service

- a. Pay Stations must be guaranteed for a period of minimum one (1) year from the date of installation to repair and/or replace any part or modular component determined to be defective in material or workmanship under normal use and service at no additional cost.
- b. Payment and warranty provisions for replacement components shall apply from the date of installation of the module. Any module installed shall begin its warranty period from the date of installation and implementation.
- b. Successful supplier shall provide 24/7 telephone customer service.

SUB-CONTRACTORS

The use of sub-contractors under this quote is not allowed without prior written authorization from the County representative.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

STANDARD INSURANCE

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

- \$500,000 per occurrence
- \$1,000,000 general aggregate
- \$500,000 products and completed operations
- \$500,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

- \$500,000 combined single limit (CSL)
- \$300,000 bodily injury per person
- \$500,000 bodily injury per accident
- \$300,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

- \$100,000 per accident
- \$100,000 disease limit
- \$500,000 disease – policy limit

****The required minimum limit of liability shown in a; b; c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

Verification of Coverage

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**

- b. “*Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials*” will be named as an “Additional Insured” on the General Liability policy, including Products and Completed Operations coverage.**

Special Requirements:

1. An appropriate “Indemnification” clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT

NAME: _____

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A (e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A (e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____ COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of __

_____, 20____, by _____ who has produced
(Print or Type Name)
_____ as identification.

(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal. Please check off each of the following items as the necessary action is completed:

- _____ 1. The Solicitation has been signed and with corporate seal (if applicable).
- _____ 2. The Solicitation prices offered have been reviewed (if applicable).
- _____ 3. The price extensions and totals have been checked (if applicable).
- _____ 4. Substantial and final completion days inserted (if applicable).
- _____ 5. The original (must be manually signed) and 1 hard copy original and others as specified of the Solicitation has been submitted.
- _____ 6. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- _____ 7. All modifications have been acknowledged in the space provided.
- _____ 8. All addendums issued, if any, have been acknowledged in the space provided.
- _____ 9. Licenses (if applicable) have been inserted.
- _____ 10. Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
- _____ 11. Contractor’s Qualification Questionnaire and Lee County Contractor History (if applicable).
- _____ 12. DBE Participation form completed and/or signed or good faith documentation.
- _____ 13. Bid Bond and/or certified Check, (if required) have been submitted with the Solicitation in amounts indicated.
- _____ 14. Any Delivery information required is included.
- _____ 15. Affidavit Certification Immigration Signed and Notarized
- _____ 16. Local Bidder Preference Affidavit (if applicable)
- _____ 17. The mailing envelope has been addressed to:

MAILING ADDRESS	PHYSICAL ADDRESS
Lee County Procurement Mgmt.	Lee County Procurement Mgmt.
P.O. Box 398 or	1825 Hendry St 3 rd Floor
Ft. Myers, FL 33902-0398	Ft. Myers, FL 33901
- _____ 18. The mailing envelope **MUST** be sealed and marked with:
 - Solicitation Number
 - Opening Date and/or Receiving Date
- _____ 19. The Solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise Solicitation cannot be considered or accepted.)
- _____ 20. If submitting a “NO BID” please write Solicitation number here _____ and check one of the following:
 - _____ Do not offer this product _____ Insufficient time to respond.
 - _____ Unable to meet specifications (why)
 - _____ Unable to meet bond or insurance requirement.
 - Other: _____

Company Name and Address:

