

**Request for Proposal**

**for**

**Vehicle Mounted and (Optional) Handheld**

**Mobile LPR with Digital Chalking & Permits**

**and Pay by Plate**

**By**

**Grand Valley State University**

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**April 21, 2022**

**Instructions to Vendor**

**Explanation of Response Format**

Vendor responses are to be stated for each section and subsection of the RFP. The responses are:

* Conforms and may list enhanced operation
* Mostly conforms but with listed limitations, differences
* Does not conform to the requirement but will in a future version
* Does not conform and future conformance is not anticipated.

Vendor responses are in this format and to be colored blue.

Vendor name: response text

If you have questions regarding this proposal, please submit them to [swankc@gvsu.edu](mailto:swankc@gvsu.edu) no later than 5:00 p.m. on April 29, 2022

If you wish to bid on this RFP, please submit your proposals for bid #222-33 no later than

10am, May 13, 2022.

Send response to: [rfp-received@gvsu.edu](mailto:rfp-received@gvsu.edu?subject=Parking%20Services%20LPR%20BId%20#222-33), subject line must contain Parking Services LPR Bid #222-33

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General Terms and Conditions (REV. 4.19.19)

1.0 The Supplier shall comply with the University’s policy and procedures (http://www.gvsu.edu/purchasing) and any additional instructions issued from time to time by the University.

1.1.1 During the period of contract, no change is permitted to any of its conditions and      specifications unless the Supplier receives prior written approval from the University.

1.1.2 Should the Firm find at any time that existing conditions make modification in contract requirements necessary, it shall promptly report such matter to the University for its consideration and decision.

1.1.3 The Firm shall comply with any and all federal, state or local laws, now in effect or hereafter promulgated which apply to the operation herein specified.

1.1.4 The Firm’s performance may be evaluated by a designee or an Advisory Committee of the University meeting from time-to-time during the period of contract.  It will be the responsibility of the Firm to respond, in writing if so requested, to inquiries, requests for change, and recommendations.

1.1.5 The Firm shall provide the University, with telephone numbers and addresses of management personnel and shall arrange for at least one such person to be available during the University’s normal working hours by telephone. The Firm shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.

1.1.6 The Firm shall maintain applicable insurance coverage with appropriate coverage limits.  The Firm shall provide the name of the primary insurance carrier and their trade rating which may apply to the operation herein specified.

2.0 Termination

The University may terminate this agreement for any reason, including but not limited to, changes in the market price of the products and non-appropriation of federal or state funding to University, by delivering not less than thirty days prior written notice to Supplier.

If termination is due to default by Supplier, Supplier shall have ten days from receipt of notice to cure the default. If Supplier fails to cure within the ten-day period, university may terminate this agreement immediately.

The failure of university to exercise its rights of termination for default due to Supplier’s failure to perform as required in any one instance shall not constitute a waiver of termination rights in any other instance.

3.0 General Terms and Conditions

The terms and conditions shall govern any agreement issued as a result of this solicitation.

Additional or attached terms and conditions which are determined to be unacceptable to the University may result in the disqualification of proposals.  Examples include, but are not limited to: liability for payment of taxes, subjugation to the laws of another state, and limitations on remedies.

3.1.1 Interpretation, Enforcement and Forum of Laws

For disputes between University and Supplier, this agreement shall be governed by, construed, interpreted, and enforced solely in accordance with the laws of the State of Michigan and the venue shall lie in Kent County.

 3.1.2 Compliance with Law

Supplier warrants and certifies that in the performance of this agreement, it has complied with or will comply with all applicable statutes, rules, regulations and orders of the United States, and any state or political subdivision thereof, including but not limited to, laws and regulations pertaining to labor, wages, hours and other conditions of employment.

3.1.3 Funding Provided by Federal Contracts or Grants

Where federal contracts or grants provide funding to University, it is the responsibility of the Supplier and University to comply with all FAR (Federal Acquisition Regulations) applicable laws and regulations by completing any certifications and disclosures and any other requirements. When federal contract or grant funds are used on purchases under this agreement, which exceed $25,000, certification must be provided in writing that the Supplier is not debarred, suspended, or proposed for debarment by the Federal Government.

3.1.4 Insolvency

In the event of any proceedings in bankruptcy or insolvency by or against Supplier, or in the event of the appointment (with or without it’s consent) of an assignee for the benefit of creditors, or a receiver, University may cancel this agreement without prior notice and without incurring any liability whatsoever to Supplier.

3.1.5 Assignments

Supplier shall not assign this agreement or any of Supplier’s rights or obligations hereunder, without University’s prior written consent. Any purported assignment made without prior written consent shall be void and of no effect.

3.1.6 Patent Trademark and Copyright Infringement

The Supplier warrants that the products/services hereby sold, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright, trademark, trade secret, application or any other proprietary right of any third party existing under laws of the United States or any foreign country.  The Supplier agrees, at its own expense, to defend any and all actions or suits alleging such infringements and will hold University, its officers, agents, servants, and employees harmless from any and all losses, expenses, claims, (including reasonable attorney’s fees), or judgments arising out of cases of such infringement.

3.1.7 Use of Name, Logos, etc. in Advertising

Supplier agrees not to make reference to this agreement or use University logo or trademarks in any advertising material of any kind without expressed written permission.  University agrees not to make reference to this agreement or use the logo of Supplier in any advertising and marketing materials of any kind without the expressed written permission of the Supplier.

3.1.8 Indemnification

Supplier agrees to indemnify and hold University harmless from and against all liability, losses, damages, claims, liens, and expenses (including reasonable legal fees) arising out of or connected with the products purchased, work or services performed, or resulting from damages or injuries incurred by or to University by reason of any defect in manufacture, construction, inspection, delivery, material, workmanship, and/or design of any goods and services furnished hereunder, excepting only such liability as may result solely from the acts of negligence of University or its employees.  Supplier, at the request of University, shall undertake to defend any and all suits and to investigate and defend any and all claims whether justified or not, if such claim or suit is commenced against University or its respective officers, agents, servants, and employees.

3.1.9 Insurance

The Supplier will procure and maintain, at all times during the term of this contract, the following minimum insurance coverages:

(a) Commercial General Liability Insurance: including Bodily Injury and Property Damage, Independent Contractors Liability, Product Liability, and Completed Operations Liability in limits of not less than $1,000,000 per occurrence and $2,000,000 policy aggregate.

(b) Workers Compensation: Statutory limits

(c) Employers Liability: $500,000 each incident and each disease

(d) Umbrella or Excess Liability: $5,000,000 per occurrence and in the aggregate. Coverage will sit excess over Supplier’s Commercial General Liability, Employers Liability, and Auto Liability

Additional Coverages which may be required, per the scope of work

(e) Auto Liability: $1,000,000 Combined single limit, except Charter transportation companies who will maintain $10,000,000 - Only and always applicable to Suppliers who will drive on GVSU property, except Charter transportation companies who are providing chartering services

(f) Professional Liability: $1,000,000 per claim, except Architects and Engineers who will maintain $2,000,000 - Only and always applicable to Suppliers with professional designations or licenses, who are providing professional services to GVSU

(g) Environmental Liability $5,000,000 per claim and aggregate - Only and always applicable to Suppliers who perform environmental remediation, or work with hazardous substances or waste

(h) Liquor Liability: $2,000,000 - Only and always applicable to Suppliers who will furnish alcohol

(i) Technology Errors & Omissions: $10,000,000 – Only and always applicable to Suppliers who use, store, or have access to private, confidential or protected data

(j) Privacy & Network Security Liability: $10,000,000 – Only and always applicable to Suppliers who use, store, or have access to private, confidential or protected data

The Supplier shall name Grand Valley State University as Additional Insured on a primary and noncontributory basis under the following policies: Commercial General Liability, Umbrella or Excess Liability, Auto Liability, and Liquor Liability. The Supplier shall waive rights of subrogation against Grand Valley State University on any policy where said waiver is legally permitted.

The Supplier shall provide Grand Valley State University with Certificate(s) of Insurance which evidence all required coverages, as well as copies of all applicable Additional Insured, Primary and Noncontributory, and Waiver of Subrogation Endorsements. Failure to provide a Certificate of Insurance, or the relevant Endorsement(s) does not waive the Supplier’s obligation to carry the required coverage.

3.2.1 Licenses/Permits/Taxes and Tax-Exempt Status

Supplier shall be responsible for obtaining all permits, licenses and bonding, to comply with the rules and regulations of any state, federal, municipal or county laws or any city government, bureau or department applicable and assume all liability for all applicable taxes.

University is a 501(c) (3) not-for-profit corporation and is exempt from state sales and use taxes imposed for services rendered and products, equipment or parts supplied.

All prices listed and discounts offered are exclusive of sales and use taxes. Supplier has the duty to collect all taxes in connection with the sale, delivery or use of any items, products or services included herein from University (if for the purpose of resale), at the taxable rate in effect at the time of invoicing.  Supplier shall comply with the tax requirements of the State of Michigan.  University shall furnish to Supplier a certificate of exemption in form and timeliness acceptable to the applicable taxing authority.

3.2.2 Americans with Disabilities Act

Supplier shall comply with all applicable provisions of the Americans with Disabilities Act and applicable federal regulations under the Act.

3.2.3 Alcohol, Tobacco & Drug Rules and Regulations

Employees of the Supplier and its subcontractors shall comply with all instructions, pertaining to conduct and building regulations of the University.  University reserves the right to request the removal or replacement of any undesirable employee at any time.

All buildings at all University locations are tobacco-free. Use of tobacco products is not permitted in any area inside any buildings.  Smoking is prohibited within twenty-five (25) feet of any building, within twenty-five feet of any bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus. The Supplier is expected to respect this tobacco-free policy and fully comply with it.

The Supplier agrees that in the performance of this agreement, neither the Supplier nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in conducting any activity covered by this agreement.  University reserves the right to request a copy of the Drug Free Workplace Policy. The Supplier further agrees to insert a provision similar to this statement in all subcontracts for services required.

3.2.4 Equal Opportunity

The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.1 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to this agreement unless this agreement is exempted under the rules, regulations, or orders of the U.S. Secretary of Labor.

3.2.5 Non-Discrimination

In the provision of goods and/or services to Grand Valley State University, the parties agree to comply with applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination and Grand Valley State University’s Commitment to Inclusion and Equity and Equal Opportunity/affirmation Action Policy.  In the performance of a contract to provide goods or services to Grand Valley State University, the vendor agrees to not discriminate on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty status or weight.

3.2.6 Sexual Harassment and Bias Incidents

Federal law and the policies of the University prohibit sexual harassment.   Supplier is required to exercise control over its employees so as to prohibit acts of sexual harassment.  If University in its reasonable judgment determines that any employee of Supplier has committed an act of sexual harassment, Supplier agrees as a term and condition of this agreement to cause such person to be removed from University’s facility and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

3.2.7 Compliance with Specifications

The Supplier warrants that all goods, services, or work supplied under this agreement shall conform to specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defect.  The Supplier also warrants that all goods covered by this agreement which are the product of the Supplier or are in accordance with its specifications, will be fit and subject to University inspection before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier’s risk and expense for storage and other charges after 60 days of storage, goods may be disposed of without cost to University.  Neither receipt of goods nor payment therefore shall constitute a waiver of this provision.

3.2.8 Gratuities

University may, by written notice to Supplier, cancel the agreement if it discovers that gratuities, in the form of entertainment, gifts or the like, were offered or given by Supplier to any officer or employee of University with a view toward securing an agreement or securing favorable treatment with respect to the awarding of this agreement.

3.2.9 Covenant Against Contingency Fees

Supplier certifies that it has neither offered nor paid a contingency fee to any individual, agent, or employee of University to secure or influence the decision to award this agreement to Supplier.

3.3.1 Suspension or Debarment

University may, by written notice to the Supplier, immediately terminate the agreement if it is determined that the Supplier has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor by any public procurement unit or other governmental body.

3.3.2 Conflict of Interest

In order to avoid even the appearance of any conflict of interest, neither University nor Supplier shall employ any officer or employee of the other party for a period of one year from the date hereof.

3.3.3 Strikes or Lockouts

In the event Supplier should become involved in a labor dispute, strike or lockout, Supplier will be required to make whatever arrangements that may be necessary to insure that the conditions of this agreement are met in their entirety. Should the Supplier be unable to fulfill its obligations under this agreement, University shall have the right to make alternative arrangements to insure the satisfactory performance of the agreement during the time Supplier is unable to perform the required duties.  Any costs incurred by University, as a result of such job action, shall be reimbursed by the Supplier.

3.3.4 Force Majeure

Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

3.3.5 Modification of Terms

No waiver or modification of any of the provisions hereof shall be binding unless mutually agreed upon by University and the Supplier, in writing, with signatures of authorized representatives of all parties authorizing said modification.

 3.3.6 Continuation of Performance through Termination

Supplier shall continue to perform, in accordance with the requirements of this agreement, up to the date of termination, as directed in the termination notice.

3.3.7 Proprietary/Confidential Information

University considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure.  Supplier is hereby notified that University adheres to all statutes, court decisions and the opinions of the State of Michigan regarding the disclosure of proposal information.

All information, documentation, and other materials submitted by Respondent in response to this solicitation or under any resulting contract may be subject to public disclosure under the Freedom of Information Act.

 3.3.8 Strict Compliance

The parties may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.

3.3.9 Entire Agreement

This agreement together with the Exhibits annexed hereto constitutes the entire agreement between the parties and supersedes all prior agreements whether written or oral between the parties.  Documents subject to Freedom of Information Act will only be released after award.

3.4.1 Addendums

If any vendor addendum(s) and/or exhibit(s) conflict with GVSU’s specifications, terms and conditions, GVSU’s terms and conditions will prevail.

EXPORT CONTROLS. It is Grand Valley State University policy to remain compliant at all times with all U.S. export control regulations, including but not limited to the International Traffic in Arms Regulations and Export Administration Regulations. Before furnishing goods, software, services or technical data that are on the U.S. Munitions List (22 CFR 121) or in the 500- or 600-series of the Commerce Control List (15 CFR 774), [named Agreement party or any other party to this agreement] must notify Grand Valley State University’s Office of Research Compliance and Integrity that such items are export-controlled. [Named Agreement party or any other party to this agreement] will ship export-controlled items only after Grand Valley State University’s Office of Research Compliance and Integrity has furnished written confirmation that Grand Valley State University is prepared to accept delivery of such items.

Grand Valley State University endeavors to buy product made in the United States of America whenever an American-made\* product is available that meets or exceed the specifications requested, and the price is equal to or lower than a foreign-made product. Vendors are request to bid American-made products and/or services whenever available. Vendors may bid foreign-made products or services when:

a. They are specified

b. They are identified as an alternate by the vendor as long as they are technically acceptable.

\*More than 50% of the manufactured or assembled in the United States.

At Grand Valley State University, socially responsible procurement -- which is defined as supporting diversity, socially responsible procurement, and sustainability -- is highly valued. These ideals are fundamental to our academic, research, and athletic excellence. GVSU promotes supplier participation that is reflective of the diverse business community and of the University's desire to procure environmentally friendly products, while remaining focused on socially responsible procurement methodologies.

The proposal must include evidence that the bidder’s company is committed to and actively participates in social, economic, and environmental responsibility. Provide a history of commitment; this may include corporate diversity initiatives, corporate environmental policy, awards received, and samples of marketing and promotional materials, etc.

GVSU reserves the right to accept or reject any or all proposals not withdrawn before the bid opening date and to waive any irregularity or informality in the proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. GVSU reserves the right to award proposal in the manner that best suits the University which includes accepting proposals to procure product and services locally. The University reserves the right to negotiate with the bidder whose proposal is deemed most favorable.

# General Overview

GVSU is looking for a vehicle mounted parking enforcement system to more efficiently enforce, permit parking, pay by plate, and time zone (2 hr) parking. Key aspects of the enforcement system and its supplier are:

* System developed primarily for parking enforcement
* Ability to perform mobile digital chalking, scofflaw, permits, Pay by Plate (PBL) Be largely unaffected by inclement weather (e.g., rain, snow)
* Detect vehicles without readable plates (missing, covered or damaged)
* The Vehicle mounted Mobile LPR system to
  + Capable of scanning either side of parking aisles with differing zones
  + Handle parallel, angle and pull-in parking
* The Handheld system (optional)
  + Operate on a Smartphone
  + Have large print, simple menus and minimal “keystrokes” to issue Violation
  + Use icons to facilitate viewing
  + Tightly integrated with vehicle mounted LPR system
* Be simple to learn, use and maintain
* Durable and reliable
* Back Office application to administer policy and PEO management
* Excellent support from the vendor including site visits if required
* Strong and adaptable software integration capability
* Solution must provide seamless integration with other parking management systems, providing real time data transfers with any system the GVSU Parking and Transportation Services chooses to share data, including but not limited to access control providers, multi-space meter pay-stations companies, and mobile parking and payment applications. The cost of these interfaces, including the real-time exchange of data, should be included.
* Currently, GVSU uses UPSafety as its Parking Management Software Solution. Proposed solution must have API integration and synchronization with UPSafety by the time of implementation. Violations and permit management is within UPSafety. Please describe other parking management software solutions this integrates with as well. I.E. Passport, T2Flex, AIMS, etc.

# Vendor Attributes

Describe the attributes of your company or division that will be supplying, supporting and maintaining the LPR system. For example, do you sell direct? Who does software changes? Who are the key people that we will interact with? What distinguishes your company from the competition? Do you have local support if we have trouble? Will we have a dedicated team?

# Product Requirements

## Overview

* System should have vehicle mounted LPR and enforcement system, and seamlessly integrate with our current parking management software (UPSafety).
* System must include a back office to perform administrative tasks such as adding or removing PEO’s, zone management, etc.
* Communication between mobile systems and Office system to be broadband (4G/LTE, 5G)
* Database storing Violations and other data related to the office application software to be “cloud” based. Violations written (if they are written using your solution) must transfer automatically in real time to our parking management software, currently UPSafety.
* GVSU already has a Violation management process. Describe how your system can integrate into the existing Violation management software system (UPSafety). Please describe how your software integrates with other parking management software solutions as well. I.E. Passport, T2Flex, AIMS, etc.
* GVSU only issues one violation per 24 hours to a vehicle if it hasn’t moved. Describe how your solution will prevent multiple violations being written in one day.

## Vehicle Mounted Mobile LPR System

## General Requirements

* System should detect close to 100% of all vehicles encountered regardless of condition of license plate and as a minimum 99% of vehicles encountered on street and 95% in a parking lot.
  + Describe summer and winter detection rates.
* System should not “retrigger” on vehicles, i.e., capture should be once
* System should infrequently trigger on non-vehicular objects (e.g., curbs, signs)
* LPR should achieve typical accuracy rates of better than 90% for all encountered parallel parked vehicles, pull-in and angled parking with the condition those plates are easily readable by eye and not covered by snow or dark plastic plate covers. It is understood that some characters may overlap e.g., O = 0. Non-reflective plates must be correctly read by the LPR.
* The system provides a feature to enable or disable at the user’s discretion for “fuzzy-logic” plate matching in each ALPR vehicle to allow the system to match common number character issues such as 0/O and 8/B or unknown characters.
* Accuracy of the LPR is defined as reading all digits correctly as illustrated below:
  + Plates with 6 digits shall read 6 digits correctly
  + Plates with 7 digits shall read 7 digits correctly
  + Greater or less than the actual digits (even if the plates actual digits are read properly) is considered incorrect
* Detection capability is defined as
  + The total number of vehicles detected
  + The total number of vehicles actually encountered (for example hand counted by an observer in the scanning vehicle)
  + Yield = total detected/total actually encountered
  + Detection in winter and non-winter months to be specified
* Speed of detection to be close to city speed limits (30 mph)
* Photos to be of profile and license plate and displayed on the computer screen
* Photo of profile should
  + show lots of background image, for example a shop front to a height roughly double the front door to facilitate visual recognition in court and appeals
  + tires should be part of the profile photo, i.e., not a separate image or set of images
  + show some part of the road close to the tires
  + be crisp enough to normally see the wheel valve stems, weights, printing on tire
  + faithful representation of vehicle and background with a minimum of “fisheye” affect
  + use touch screen technology to “blow up” or magnify the photo by simply touching the area of interest
  + be in color
* Photo of license plate to capture back of vehicle to facilitate identification make and model of vehicle and surrounding to provide context
* System to be heads up, i.e., activating scanning should be done in a method that does not require the driver to look at the computer. Please explain method.
* Equipment should be securely attached to the vehicle and able to withstand a crash into a fixed barrier of at least 15 mph
* Equipment should be readily removable but capable of being fastened more securely if required
* Equipment should not be attached to the roof of the vehicle in a way that has the potential to cause leaks into the vehicle. I.E., you can use can use a mount that clamps to the vehicle, but not one that screws through the sheet metal of the cab of the vehicle.
* Equipment mounts should facilitate installation at the correct angles and positioning for optimum photos
* Equipment should capture and identify vehicles in parallel, angle and pull-in orientations
* Laptop computer
  + To be highly rugged, e.g., Panasonic Toughbook
  + Display should be easily legible in direct bright sunlight
  + Touchscreen based
  + Be installed in a high-quality cradle and stand and rugged enough to withstand a collision at 15 mph into a fixed barrier
* Since power in the vehicle can be problematic, a UPS must be supplied
* High quality GPS that
  + withstands mild multipath and heavily urban foliage and is accurate in good conditions to 4-foot radius 95% of the time, and in difficult conditions is generally no worse than a 15 foot radius
  + shows accuracy on the computer display
* Includes rugged printer (e.g. Zebra) for the option to issue Violations in GVSU’s violation format
* Violations to be pushed in real time to the cloud-based database
* Reliability of hardware and software system should be such that, normally, no more than one brief reset of the system is required in any one day
* Temperature and environment conditions that can be tolerated:
  + Operation from -20F to 110F
  + Conditions of torrential rain, 0.5” diameter hail, fog, blizzard snow-storm
* Please describe best practices and storage requirements for the vehicle once the mobile unit has been installed.
* Can the system work “off the grid” when broadband service is weak or non-existent? I.E., does the solution fully function if the network is dropped?
* Vendor should be receptive to change requests

## Digital Chalking

* System should detect and audibly alert on
  + over stays from 5 minutes to 8 hours
* Digital chalking should work regardless of legible or missing plates
* System to automatically adjust to time zones
* Parking/Time zones to be as small as 3 vehicle length except for Pay By Space where accuracy is to within one parking space 16 feet long and 8 feet wide
* Vendor or the office application should provide zoning capability
* Before and after photos of profile and license plate to be shown on screen of laptop or computer display
* Ticket panel for more detail or quick “one touch” ticket reference
* All ticket references with photos, addresses, PEO name, ticket type to be stored and transferred back to the office software when the PEO synchronizes the mobile system to the office system
* System to allow for “permitted” vehicles, where a vehicle with a legitimate permit does not alert the driver, however, system to alert on street storage of vehicles, including those with permits
* System to allow for handicapped and VIP parking exceptions (if identified by plate, if not, then by ability to temporarily mark the vehicle)

## Scofflaw

* System to alert on scofflaws
* Optional scofflaw entry on mobile system
* Scofflaw entry in office to be transmitted into mobile system when desired
* System should be able to recognize if a vehicle has received a violation w/in the last 24 hours. System should be able to display details including locations of these prior violations.

## Permits

* System to read and process plates as permits
* System should not alert on valid permits within their appropriate zone
* Since plates may not be always legible then system to allow on screen queries of permits
* System to detect vehicles without plates and alert PEO to facilitate checking vehicle VIN numbers instead
* Permit updates to be done in real time
* Permit zones to be detected automatically

## Concurrent Operation of Digital Chalking, Scofflaw and Permits

* System to allow chalking, scofflaw and permits to run concurrently
* Number of white and black plates lists to have no limit

## Pay by Plate

* System to offer real time pay by plate
* At least three vendors of pay by plate pay stations to be supported
* Describe your pay by plate solution including real world examples, challenges and solutions.

## Violation Ticket Printer

* System should have an optional onboard ticket printer for printing Violations
* Vendor to provide ticketing formatting based on GVSU input

## Violation Reference and Operation with Handhelds

* System to provide means to insert a cross reference from GVSU’s handheld violation issuance devices into the mobile systems infraction alert, for example, the last three digits of the ticket
* System must work with GVSU’s current Handheld system

## (Optional) Handheld Enforcement System Requirements

## General Requirements

* System to be hosted on Samsung’s most current and supported models or optionally an Apple iPhone equivalent
* Should work with Mobile LPR system and when used together as a pair, the handheld system should bind to the Mobile LPR unit to avoid interacting with another unrelated Mobile LPR unit.
* Display should be eye readable and functional for staff who may have to wear reading glasses but who would otherwise typically wear reading glasses
* Keystrokes to issue a Violation should be minimal
* Icons to minimize drop down lists are desired
* Violations to be printed on a portable printer
* GVSU’s Violation format to be incorporated into the Handheld Application
* Violations to be pushed in real time to the cloud-based database
* Handheld to perform LPR on eye readable plates
* LPR should achieve typical accuracy rates of 95% when PEO stands within 6 feet of the vehicle and phone camera is taking a perpendicular shot of the plate
* Temperature and environment
  + Operation from -20F to 110F
  + Conditions of torrential rain, 0.5” diameter hail, blizzard, or snow-storm
* Can the system work “off the grid” when broadband service is weak or non-existent? I.E., does the system work if the network is dropped?

## Digital Chalking

* System should detect and audibly alert on
  + overstays from 5 minutes to 8 hours
  + storage (1 or more days)
* System to allow for handicapped and VIP parking exceptions (if identified by plate, if not, then by ability to temporarily mark the vehicle)

## Scofflaw

* System to alert on scofflaws
* System should be able to recognize if a vehicle has received a violation w/in the last 24 hours. System should be able to display details including locations of these prior violations.

## Permits and Contract Parkers

* System to read and process plates as permits
* System should not alert on valid permits within their appropriate zone
* System should detect and alert on valid permit holders parking in zones not associated with their permit
* Permit updates to be done in real time

## Concurrent Operation of Digital Chalking, Scofflaw and Permits

* System to allow chalking, scofflaw and permits to run concurrently
* Number of white and black plates lists to have no limit

## Pay by Plate

* System to offer real time pay by plate or post processing
* At least one vendor of pay by plate pay stations to be supported
* Describe your pay by plate solution including real world examples, challenges and solutions.

## Office System Requirements

* Software to manage LPR units must be cloud based (SAAS) Client Software must be web based.
* Easy to use graphical user interface
* Display ticket data including
  + Before and after images of profile and license
  + GPS location
  + PEO
  + Vehicle, VIN or plate identity including vehicle color and make
  + Owner name and address
* Parking policy administration (e.g. default free parking duration is 2 hours)
* Reports such as weekly or monthly tickets counts and value
* Ability to filter to a street or PEO
* Administration to add or delete users
* Import and export capability for CSV files
* Scofflaw editing menu to add or delete hot list contents for scofflaws
* Parking zone tool (if not performed as a service by the Vendor)
* Real time logging of data in mobile system that can be analyzed later such as
  + number of vehicles inspected
  + number of tickets generated and number per PEO
  + route taken
* Violation for 3rd and subsequent Violations.
* Pay by License Plate (PBL) capability
* Pay by Space (PBS) capability?

# Software Integration Capability

Vendor to describe their ability for software integration including:

* Software must have an API (or similar) to integrate with UPSafety Parking Management Solution which can be operational by August 1, 2022.
* Willingness to work closely with the GVSU’s vendors
* Describe a typical project for integrating into the University’s established data management system.
* Describe the integration capabilities for other parking management software solutions. I.E. Passport, T2 Flex, etc.

# Maintenance and Support

* How does the vendor support their product?
  + Remote support capability including tools used
  + Failure of components and replacement
    - What's the process?
    - Timeframe to receive replacements/parts
  + Training of GVSU staff to facilitate repair
  + How vendor responds to a problem
    - Support phone calls
      * Timeframe to get a qualified person on the phone?
      * How skilled is the initial support staff?
    - Escalation of problems – describe process
    - Site visits – if so, how often? When do they occur?
    - Amount of time allocated to problems
* Does the product have an “in-perpetuity” support agreement?
* How does the vendor support the university when remote troubleshooting fails to solve the problem?
  + How does the vendor support the university when there are multiple co-vendors and the problem is not clear. Also describe when you (as the vendor) uncover a fault in another vendor’s system. What actions would you take?
* Describe how the equipment and software is designed and manufactured to maximize robustness and “up” time and minimize downtime
* Describe a client situation where the product did not meet expectations and what was done to remedy the situation.
* What is the working life of the product?

# Installation, Training and Handover

Describe the process for

* installation
* training
* handover
* post installation follow-up

# Vendors Assumptions and University Expectations

Describe expectations and assumptions that the vendor has of the University such as:

* Skill level of operator
* Garage or place for installation/storage
* Office computing platform
* Communications system (Wifi, Internet, etc.)
* Classroom for training

# Describe Other Notable Attributes of Your Product

Describe other notable features and attributes of your equipment and how it provides utility to the university.

# Pricing, Schedule and Project Rollout

List all aspects of the system that will take the University to fully functioning operational mode. Pricing should be for two vehicles to be outfitted. List pricing for vendor sourced parts. Items to include (modify as required):

* Product and all associated hardware, software and mechanical components for mobile and office
* Installation
* Training (preferably in-person)
* Ancillary requirements (e.g. Broadband 4/5G network components)
* Installation costs including
  + Shipping
  + Travel and lodging
  + Other equipment components for vehicle
* On-going maintenance costs in second and subsequent years
* Schedule and lead times
* GVSU Payment Terms and Conditions will prevail.

# References

Provide at least 4 references including at least one with a similar climate and one which is a university similar in size to GVSU.

# Proposal and Contract

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Proposal Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bid No: 222-33

Project: Vehicle Mounted LPR

Bid opening date and time: Friday, May 13, 2022 at 10:00 AM

Location: 2033 Zumberge Hall, Allendale, MI, 49401

Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum No. \_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If awarded this contract, upon receipt of contract (Purchase Order) sign by Grand Valley State University (GVSU), the undersigned agrees supply, begin and complete all work in accordance to the schedule coordinated with GVSU’s Facilities Services Department(s).

The undersigned proposes to furnish all labor, materials / product, equipment, our tools and services required, unless otherwise noted, to provide and or complete the work in accordance with the proposed contract.

Documents listed herein, including all addenda issues pertaining to same, for the same, for the sum or sums stated below, and agrees that these documents will constitute the contract if accepted by Grand Valley State University.

The undersigned declares the following legal status in submitting this quotation:

[] A corporation organized and existing under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[] A partnership

[] An individual doing business as (DBA) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned certifies that company is at least 51% owned, controlled and actively managed by:

African American Asian American Hispanic American

Native American Woman/Women Disabled Person(s)

Veteran Owned

The undersigned certifies that their company \_\_\_\_ IS or \_\_\_\_IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City/State/Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. Fax No. E-Mail Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor's Signature Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness' Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Identification No. Date

**ACCEPTANCE:** This proposal is accepted by Grand Valley State University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Agent Name & Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness' Signature Name

38 1684280\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GVSU Tax Identification No. Date