

Grand Valley State University

*“Parking Management System: Software and Equipment”*

Request for Proposal

Bid # 224-12

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July 31, 2023

To:  **Prospective Bidder**

Subject:  **Request for Proposal**

Grand Valley State University is accepting proposals for "Parking Management System: Software and Equipment" for use by Parking Services. Reference attached instructions and specifications.

This request for proposal is for a three (3) year contract with exact contract start date to be determined. We are requesting guaranteed pricing for that three (3) year period. Grand Valley State University reserves the right to renew the contract for three (3) additional times in one (1) year increments. Renewal(s) will depend on pricing and the level of service received during the contract period.

Questions must be submitted via email with the subject line to read “RFP 224-12 Questions” to one of the contacts below by Friday, August 11, 2022. Answers will be posted online no later than August 18, 2023.

* Questions regarding the proposal's technical requirements: Chris Swank, Parking Services Manager, swankc@gvsu.edu.
* Questions regarding bid-processing: Valerie Rhodes-Sorrelle, C.P.M., Vendor Relations Manager, rhodesv@gvsu.edu

**If you wish to bid on this equipment, software and services, please submit your proposals** **for bid #** **224-12** **no later than Friday September 22, 2023 by 10:00 A.M.** E-mail your proposal to: **RFP-Received@gvsu.edu**.

Your proposal must be received electronically by the bid opening date and time. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid opening date & time. Before submitting proposal, check to be sure that:

1. The Proposal/Certification/Contract form is signed and witnessed. \*
2. All addenda received are acknowledged

\*Note: Electronic submission becomes your authorized signature.

Thank you for your participation,

Valerie Rhodes-Sorrelle, C.P.M.

Vendor Relations Manager

***Procurement Services - 1 Campus Drive, 2015 James H. Zumberge Hall, Allendale, MI 49401***

***Phone - (616) 331-2280 - Fax (616) 331-328******7***

**Parking Management System: Software and Equipment**

**Bid # 224-12**

**INTRODUCTION**

Grand Valley State University was chartered by the Michigan legislature in 1960 in response to the need for a public, four-year College in the state’s second largest metropolitan region. Since the first year, when there were 226 students and 14 faculty members, Grand Valley has become a comprehensive university with more than 21,600 students and more than 1,200 full-time and part-time faculty members.

The university offers more than 200 areas of study, including 86 undergraduate programs and 36 graduate programs. The campuses offer state-of-the-art facilities, ranging from wireless academic buildings to modern living centers for more than 6,000 students, as well as performance and athletic facilities.

The university offers degrees from its campuses in Allendale, Grand Rapids, and Holland, and regional centers in Muskegon and Traverse City. The largely residential Allendale campus is 1,322 acres of beautifully wooded grounds. The Mary Idema Pew Library Learning and Information Commons is the intellectual heart of campus and is being recognized as a new national model for 21st century learning. The P. Douglas Kindschi Hall of Science opened in fall 2015 and will help Michigan meet the demand for STEM fields, nursing, and health professions.

The Robert C. Pew Grand Rapids Campus serves more than 10,000 students and focuses primarily on graduate and professional studies. The Grand Valley story is one of continued commitment to a high-quality, student-focused learning experience. It is the story of students, friends, alumni, faculty, and staff members, and donors who have positioned this institution to make a meaningful impact to shape the future within the state, the nation, and the world.

# Intent and Scope

Grand Valley State University (GVSU) is seeking proposals from qualified and experienced vendors to supply, support and maintain a vendor-hosted and integrated parking management system that is expected to be fully operational by June 1, 2024. Our focus is on effective and efficient stewardship of parking as an asset of the university. The system must support physical and virtual permits, provide a complete solution for permit management, compliance and parking violation management, and support online services for employees, students, and visitors.

Future plans include implementation of parking access and revenue control systems at multiple GVSU locations. Bidders are asked to describe how the proposed system may impact such a transition.

## GVSU is currently using UPSafety a T2 Systems Company for permit and citation management; T2 Luke II pay stations with Digital Iris; the ParkMobile mobile payment app, and iPads for enforcement. Appendix 1 contains a list of equipment and additional systems used by Parking Services. Proposals must include products and services that are 100% compatible with the items listed in Appendix 1 or provide specifications and detail all costs that would be incurred for proposed replacements, including transition costs.

**Parking Information**

The University owns parking facilities on the Allendale Campus (12 miles west of Grand Rapids); the Grand Rapids Campuses (the Robert C. Pew Campus and the Health Campus); and in Standale (a park-and-ride lot located midway between Allendale and Grand Rapids). Parking on the Allendale and Grand Rapids Campuses is only permissible with a permit or in a pay-to-park area. Approximately 12,000 parking spaces are available in 50 parking lots; 60% of those spaces are on the Allendale Campus. Three parking structures are located on the Pew Campus and health campus. There are no gated lots on the Allendale Campus. Surface lots and the ramps on the Grand Rapids Campuses are gated for access control, but there is no payment upon entry/exit. Students are required to purchase parking permits each semester (11,200 permits were purchased in Fall 2019). Faculty/staff are also required to have permits, which are issued at no charge.

Parking Services is an operation within the Facilities Servies Grand Rapids and Regional Centers. There are two Parking Services offices, one on the Allendale Campus and the other at the Pew Campus in Grand Rapids. Three clerical staff members support the parking office operations, two in Allendale and the other in Grand Rapids, assisted by student and temporary employees.

Parking violation notices (referred to as "citations" in the RFP) are issued by Parking Services students, temporary, and security staff members for failure to comply with the University Parking Ordinance. The Parking Ordinance does not allow for escalation of fines or assessment of late or other fees. Collection of overdue unpaid fines is the responsibility of the Business and Finance Office. Unpaid parking fines are not sent to area courts for processing.

**Grand Valley State University**

**Parking Management System: Software and Equipment**

**BID INSTRUCTIONS**

**Bid # 224-12**

1. Grand Valley State University’s sales tax-exempt number is 38-1684280
2. Reference attached specifications
3. Any product deliveries involved in providing services described in the bid specifications shall be included in the total cost of service. (Base Proposal Sum)

1. Include with your proposal three (3) references, two (2) of which are Universities and are the same size or larger than GVSU .
2. At Grand Valley State University, socially responsible procurement (defined as supporting diversity, socially responsible procurement, and sustainability) is highly valued. These ideals are fundamental to our academic, research, and athletic excellence.  Grand Valley promotes supplier inclusion that is reflective of the diverse business community, and is committed to purchasing environmentally friendly products, while remaining focused on socially responsible procurement methodologies
3. Grand Valley State University endeavors to buy products made in the United States of America whenever an American made\* product is available that meets or exceeds the specifications requested and the price is equal to or lower than a foreign made product. Vendors are requested to bid American-made products and/or services whenever available. Vendors may bid foreign made products or services when:
	1. They are specified
	2. 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.

1. GVSU reserves the right to accept or reject any or all Proposals not withdrawn before the 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. The University reserves the right to negotiate with the bidder whose proposal is deemed most favorable.
2. Grand Valley State University reserves the right to award bids / proposals in the manner that will best suit the University which includes accepting proposals to procure products and services locally.
3. Grand Valley State University reserves the right to terminate the contract for any reason upon written notice to the supplier. Supplier shall have 30 days to resolve any problems that the department is experiencing regarding services rendered and/or quality of product received.

**Grand Valley State University**

**Parking Management System: Software and Equipment**

**PROJECT SCHEDULE**

**Bid # 224-12**

* July 31, 2023 – bid sent out
* August 11, 2023 - Questions due
* September 22, 2023 – Bids due
* October/November 2023 – Presentations and selection made
* January 2024 – May 2024 implementation
* July 1, 2024 – Go live

**GENERAL TERMS & 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 requested 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 the 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 its 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.  The 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 based on 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 ensure 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 ensure 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 the 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.

## STATEMENT OF NEEDS

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| --- |
| **A. GENERAL SOFTWARE REQUIREMENTS** |
|  | **REQUIREMENT** | **RESPONSE** |
| 1 | The proposed solution must allow current GVSU subscribers to authenticate via approved GVSU single sign-on method. Concurrently, the system must also allow non-university guests to create an online profile and register for permits, pay citations, etc. Please describe.  |  |
| 2 | Software must act as a CRM to display a record of permits, vehicles, citations, notes, etc. for each user of the system. Ideally, all information for each customer must be displayed on one screen/page. I.E. all permits, violations, names, addresses, vehicles, appeals, etc. must be laid out on a grid on a single page so PS staff can clearly see what information is tied to each person.  |  |
| 3 | Allow GVSU to extract, manipulate, and link to data in the system. Please describe. |  |
| 4 | Modifications made to the client portal database must be reflected in the backend/cloud-based database in real time. EX. If student buys permit online, PS staff should be able to see the permit in the back end immediately regardless if the permit has been paid for or the fee transferred to the student account. |  |
| 5 | Must provide content management tools to customize the web-based customer portal. Examples would include the ability to disable fields (including default fields), define fields as required, change field titles and associate default values through a self-service online portal. GVSU issues ‘violations’ not ‘tickets or citations’ GVSU uses G# not ID#. If custom fields are limited, please describe.  |  |
| 6 | Online software must be ‘responsive’. i.e. it must be able to work on a device of any size. |  |
| 7 | Licenses for a minimum of 20 operators to utilize backend software concurrently at various locations. Concurrent licensing preferred as opposed to per seat.  |  |
| 8 | Software must provide an online portal for faculty/staff/students. It must be intuitive and user friendly (EASY to use). Please describe |  |
| 9 | GVSU system administrator must be able to configure user roles with specific permissions within the system. Demonstration of this feature must be provided if chosen to demo the software.  |  |
| 10 | The back-office system must allow for the creation of a profile/user account for each individual user detailing access rights. Must have the ability to assign a user to more than one role. Please describe. |  |
| 11 | The software must provide a tracking/auditing trail of all modifications/transactions executed by a particular user in the back-office or a customer using the online portal.  |  |
| 12 | Modifications to the audit trail must be prohibited. |  |
| 13 | Must include financial integrity controls with auditing and reconciliation tools. |  |
| 14 | Must have the ability to enter unlimited history and comments on violations, permits, appeals, customers, vehicles, etc. |  |
| 15 | Provide the ability for manually entering citations by keyboard entry or interface with a handheld citation issuance solution. |  |
| 16 | Data must be encrypted in transit and at rest. |  |
| 17 | Support the attachment and secure storage of scanned documents, digital images, files or other electronic items to permits, violations, appeal records, and/or customer accounts. |  |
| 18 | Upgrades to software and hardware are to be included in the annual service agreement and shall not be an additional expense. Describe upgrade notification process. |  |
| 19 | Ability to implement enhancements requested by GVSU in a timely manner. Also provide a tracking trail/tool listing all software modification/enhancement requests. Please describe. |  |
| 20 | System must allow for data interface with third-party payment and parking systems and provide import and reporting capabilities. GVSU is currently using Luke II pay stations/Digital Iris, and ParkMobile. Must also integrate with Passport Mobile Pay |  |
| 21 | Describe system capability to leverage the technology with our current inventory of equipment (attached) or specify recommended replacements and costs. |  |
| 22 | Must integrate with Genetec Pay by Plate Sync for real-time data transfers/updates. Flat files are not acceptable.  |  |
| 23 | Ability to enter payment via an online portal or through the back-office.  |  |
| 24 | Ability to customize the system email address used to send notifications regarding violations, appeals, permits, etc from the system. I.E. all emails from system to end users must come from a GVSU email address.  |  |
| 25 | Database table labels must be defined and not used for more than one thing to prevent confusion. IE if status is used to show the state/status of a violation, the word status should not be used in another label with a different meaning. Example: if laststatuschangedate is to mean when a violation as a whole was last modified, a better word for status could be modified because it could be interpreted to mean when the status was last changed. |  |

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| --- |
| **B. PERMITS** |
|  | **Requirement** | **Response** |
| 1 | System must issue virtual and cling parking permits.  |  |
| 2 | Ability to create multiple permit types. GVSU must be able to Designate and set individual pricing on each permit type. |  |
| 3 | Must have a self-service online portal to sell permits. System should have short descriptions and detailed descriptions based on system/page design. Limit permit registration options based on eligibility. Eligibility is based on faculty/staff/student status and type based on SIS integration. |  |
| 4 | Must have the ability to sell temporary permits (including day permits) in person or on the self-service online portal. Day permits must expire at the end of the date of sale. Expiration date on permit should reflect accurate expiration date/time. We need the ability to sell multiple concurrent day permits in a row in one transaction. The price transferred to the student account must reflect the correct transaction amount. The permit receipt must show expiration date even if same day and also have the ability to display start/end date and time.Must have the ability to have a direct link to a permit that does not appear in the customer portal |  |
| 5 | Ability to sell a permit to a student and select that the permit charge is not sent to the student account on an individual basis. |  |
| 6 | The system, based on permit type, must allow the option of an approval cue.  |  |
| 7 | Ability to perform mass deactivations and have the system automatically send email notice to customers whose permits have been deactivated. |  |
| 8 | The system must have the ability to sell permits to customers that are transferable between vehicles and have the ability to sell permits to customers linked to a specific vehicle. Customers must be able to change what vehicle is on their permit through their portal without having to call or stop into the office. |  |
| 9 | Ability to automatically send multiple (staggered 45 day, 30 day 10 day etc.) email notices to customers whose permits are ready to expire to remind them to purchase a permit for the next semester |  |
| 10 | Customers should only have to go to one place, not multiple places to make permit changes. be required to be done in a single place.(Not separate for the permit and account) |  |

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| --- |
| **C. VIOLATIONS**  |
|  | **Requirement** | **Response** |
| 1 | When a violation is written, owner information must be immediately attached to a violation by first looking at current active permit data. If an active permit does not exist, it must copy owner information from a ticket within the last 6 months. If a prior permit and a prior ticket does not exist, a DMV lookup service must be used on the 11th day after the violation has was issued.  |  |
| 2 | Must provide a look-up service to automatically look up license plates and associate a registered owner with a plate if an active permit or prior violation does not exist. Prices for each lookup must be provided. States able to be looked up must be specified. Excluded states must be specified.  |  |
| 3 | System must be able to generate a payment receipt through a PDF document, email, in print, and/or offer a no-receipt option. Must be able to customize the receipt to show the amount due not just the fine amount. |  |
| 4 | Ability for GVSU to add states and status for violations if built in state/status are not adequate. EX: open/issued, closed/student account, closed/uncollectible, etc. |  |
| 5 | Ability to accept full and partial payments. Continue scheduled notice mailings for partial payments until balance is paid in full or transferred to the student account or collections. |  |
| 6 | Ability to add multiple items from the same or different customer accounts into one payment option. Ex. Two violations attached to John Smith and one attached to Sara Smith paid at one time.  |  |
| 7 | After a set time period (which can be edited by GVSU), the system must automatically transfer violations to the student account of ACTIVE students and automatically change the state/status of the violation showing this transfer. Violations assigned to students who are no longer active must continue through the standard process and then automatically transfer to collections after a certain time period (that can be edited by GVSU). An automated process must also be included to transfer violations that are manually changed for them to transfer to the student account.  |  |
| 8 | Display, track and manage detailed status information regarding balance due, adjustments, voids, dismissals, warnings, etc. |  |
| 9 | If a violation is reduced to a warning, dismissed or reduced in any other way, the balance due should reflect what is owed.  |  |
| 10 | Ability to reverse/refund payment after a receipt is processed and ability to apply payment correctly.  |  |
| 11 | Ability to pay violations in person or via an online portal, with automatic update reflecting payment in the system. |  |
| 12 | User-defined payment methods (i.e., cash, credit card, student account, check, money order) with fields for check number, credit card number and/or authorization number.  |  |
| 13 | Ability to place violations on hold (no notices or transfers to a collection agency). System must NOT accept payments while an appeal is in process. System to check eligibility for appeal against user-specified criteria that may include unpaid violations and requests made within a given time period (to determine if appeal is allowable). I.E. appeals are only allowed for 7 days from issuance of violation. |  |
| 14 | On day 40, the system must automatically change the state/status of a violation, with an associated owner/driver, to open collections if the violation is not associated with an active student G#. |   |
| 15 | Must display GPS coordinates on back-end screen used by the office staff that can be used to click on to show location on a web-based map of where the ticket was written |  |
| 16 | Ability to auto-assign a customer as a driver of a vehicle when a citation is issued to a vehicle displaying the customer's permit. |  |

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| **D. Appeals:** |
|  | **Requirement** | **Response** |
| 1 | Must have a thorough online appeals module. I.E. submit, adjudicate, query, add notes. This can be done by anyone given the privilege to do so online. GVSU will not accept a paper appeals process. |  |
| 2 | Must allow appellant to include their G# (if applicable) in a specified ID field when appealing a violation.  |  |
| 3 | The system must have ability to select or edit an appeal action to indicate appeal outcome, with a simplified approach to applying appeal decisions. Ex accepted, denied, reduced, warning |   |
| 4 | Appeal action outcome choices must include editable drop-down fields for parking ordinance sections or other canned language responses. |  |
| 5 | Must Allow GVSU to make a non-routine adjustment to the final amount due for a violation. i.e., adjustment not resulting from the routine appeals process. System must maintain easily accessible audit trail/history of fine amount adjustments made to violations. |  |
| 6 | Must automatically email appeal decisions. If needed, have the ability to print and send letters of appeal decision. |  |
| 7 | It would be nice for the appeal module to show the location the violation to streamline assignment to judges.  |  |
| 8 | It would be nice for the online appeal module to include all identifying information in the parking system for a particular person to be made available to the appellant judge. |  |
| 9 | The system must not allow for a violation to be appealed if it has already been paid |  |
| 10 | It would be nice if when adjudicating the judiciary could add attachment: photo’s, policies, and other needed information that is not part of the canned language notes area. |  |

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| **E. LETTERS AND NOTICES** |
|  | **Requirement** | **Response** |
| 1 | Allow letters to be printed on a standard printer that can be accessed via a local or network printer. |  |
| 2 | Ability to reset letter dates and re-run if letters were generated in error or for general re-issuance. |  |
| 3 | Ability to put automatic comment entry when all letters and notices are generated. I.E. add a history entry to the violation showing the letter was generated.  |  |
| 4 | If email data is available for the customer, the primary means of sending notifications will be via email, the secondary method will be a letter in the mail. Must be able to send emails from a GVSU email address.  |  |
| 5 | The software must provide a method to allow for the processing/printing of customer and citation notices of intent. Each letter must be defined by specific conditions in order to trigger a task allowing the printing of each standard letter type for a particular citation or customer. At a minimum, the following letter types must be available in the software module:* Unpaid Citation Notices
* Appeals Notification/Results Notices
 |  |
| 6 | Allow the user to define/create different types of standard letters. For each type of standard letter, the software must allow the user to print or email only one letter applicable to only one citation or customer or the complete “batch” of that type of letter for all applicable citations or customers when certain user-defined conditions are met. |  |
| 7 | Provide a detailed history on customer accounts that specifies type of letter generated and date/time of print date. A copy of the letter should be available to view by the user. |  |
| 8 | Allow certain defined fields in each standard letter type to be automatically filled in by accessing data in the database file at the time of printing and/or allow entry of specific data not available in the database. At a minimum, the letters should be able to display the following data from the database: * Customer name and address
* Letter Date
* License Plate Number and State
* One or More Citation Numbers
* Violation Type (i.e. meter violation, improper parking, where prohibited by sign, etc.)
* Violation Location
* Issuance Date, Time, location of Citation
* Amount Due
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| 9 | Ability to recognize possible duplicate records, e.g., customers, license plates, vehicles, and produce daily auto report. |  |
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| **F. QUERIES, REPORTS, AND TASK MANAGEMENT** |
|  | **Requirement** | **Response** |
| 1 | All data exported from software must be able to be exported in .csv, .pdf, or Microsoft Excel format. |  |
| 2 | The software must be capable of producing pre-defined and ad hoc reports. If a third-party application is required to produce or perform any reports or tasks, vendor will be responsible for securing required licenses for GVSU users and provide required training - proposal to contain complete details and costs. |  |
| 3 | A query viewer should be available that includes the name of the query, description, and specifies if the query is associated with a system or user-defined task. |  |
| 4 | Ability to maintain queries. Maintenance items include the ability to view, edit, export, import, clone, and delete queries from the query viewer. |  |
| 5 | Software must include a query builder that allows users to create a new query or retrieve/use a previously defined query. A help function within the software should guide the user through the query creation process.  |  |
| 6 | Ability to use a query to edit data in batch form (audit trail/history must be maintained). |  |
| 7 | Reports must be available to capture revenue by payment type, e.g., cell phone, credit card, cash. |  |
| 8 | Standard reports must be available in the system to reconcile the payments received. |  |
| 9 | Proposal must describe process and cost for vendor design of custom reports, including approximate response times for completion.  |  |
| 10 | Ability to create and execute system tasks on a scheduled daily, weekly, monthly, or annual basis. Vendor must specify API and/or batch methods available. This is in reference to violation transfers, permit transfers, print notices, email notices, transfer violations from one status to another, etc.  |  |
| 11 | Support execution of pre-defined tasks such as generating letters, data imports/exports, etc. |  |
| 12 | Ability to perform user-defined tasks for generating reports, data import/exports, etc. |  |
| 13 | Reports should be able to be edited by parking system administrator in compliance with internal controls. |  |
| 14 | The software must be capable of creating file formats that accommodate data import/export between all aspects of the parking citation management system and external agencies (i.e. State DMV’s). Vendor must specify API and/or batch methods available. |  |
| 15 | Data stored in the existing system must be able to be converted to the new system. Vendor must provide a mechanism to either import the data or provide tools/instructions for GVSU IT to import the data.  |  |
| 16 | Vendors must provide list all reports that come with the system, including a list of all data fields. |  |
| 17 | Ability to produce reports of citations paid during ~~a~~ specified date range to include all activity for a given cash drawer on a given day by a transaction type and account. |  |
| 18 | Ability to generate daily reports of all violations recalled from collections and of all violations transferred to collections. |  |

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| **G. HANDHELDS** |
| **Requirement** | **Response** |
| Must have the ability to discern Allendale violations and Grand Rapids violations. Ex. By violation # |  |
| * + Must have cellular data capabilities.
	+ Must have photo capabilities.
	+ Must have violation print capabilities.
	+ Must be able to give previous scofflaw violation data to avoid duplicate violations to vehicles within 24 hours.
	+ Must have pay station/pay-to-park data.
	+ Must have all vehicle data drop own menus (make, model, type, color).
	+ Must have option to use ALPR or manually enter the plateMust have the abilty to view notes that have been added to a particular persons permit. Must be fully compatible with software.
	+ Must have GPS connected to software. To confirm violation location
	+ It would be nice to be able to send a message to staff who are logged into the software. (I.E. no enforcement of X Lot today from 10-2)
	+ It would be nice to be able to see the user on a live map while ticket writing as well as have a breadcrumb trail of where they have been.
	+ Would be nice to be able to type models in if not listed instead of having “other”. This wouldn’t be an issue if every model of every vehicle was in the system.
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| **H. INTEGRATION** |
|  | **Requirement** | **Response** |
| 1 | System must allow for either a feed file or real-time link to send over eligible GVSU faculty/staff/students who are elligible/should have an account in the system and create an account for them if an account doesn’t already exist.  Fields including first name, preferred first name, last name, G#, addresses (potentially more than one), student/faculty status (class/subclass), etc. would be sent over and imported into the system.  If there are a limited number of custom fields, this must be specified.  |  |
| 2 | Software must include fields for legal first, middle and last names. It must also include a dedicated field for preferred first name and additional field for an alternate last name. Preferred first/last name must be the default name displayed/used for communicating via reporting, emails, notices, etc.  |  |
| 3 | Provide details on any integration required with institutional systems in order to enable the proposed services. Vendor must describe/explain the integration and data transfer process with Ellucian's Banner system and Workday. |  |
| 4 | Proposed system should provide published API's which will facilitate automated management of integration and/or end user access. APIs are preferred over batch processing. GVSU must be able to create permits and access all permit and citation data. |  |
| 5 | Proposed solution must provide automated transfer of parking permits and parking violations (for current students) to their student account after a designated period  |  |
| 6 | Proposed solution must provide a test instance. Must provide a test instance before and after implementation  |  |
| 7 | Must be able to integrate with T2 Luke II, ParkMobile and other mobile payment solutions. |  |
| 8 | Must integrate with Genetec Pay by Plate Sync for real-time data transfers/updates. Flat files are not acceptable. |  |
| 9 | Based on permit type, it would be nice for the system to be able to deactivate permits based on removal from the pre-approved list or if they are no longer an active faculty/staff person. Please describe.  |  |

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| **I. IMPLEMENTATION, TRAINING, AND SUPPORT** |
|  | **Requirement** | **Response** |
| 1 | Must involve GVSU during each portion of build process to ensure system is meeting the specs of the RFP and the needs of the university. |  |
| 2 | Provide GVSU the ability to build and configure before "go live”.  |  |
| 3 | Vendor must provide training to GVSU (trainees to be specified by GVSU) at least one month before going live. Multiple levels of training are to be provided, specific to each level of system user.  |  |
| 4 | Vendor must be on campus for training and during the first week of “go live”.  |  |
| 5 | GVSU must be able to test and train on the software prior to go live date.  |  |
| 6 | Provide a complete project schedule and a brief description of the major steps in the implementation process, including university resource needs, any on-premise activities required, and timelines.  |  |
| 7 | Vendor shall provide customer service support on a 24/7/365 basis and be required to be fully active and operational by launch date. Describe support level, process, associated costs and response times in detail. |  |
| 8 | Emergency technical support must be available by phone and/or email 24/7/365 for downed or inoperable cloud or software systems. |  |
| 9 | Scheduled maintenance and upgrades must be coordinated with GVSU Parking Services and allow for at least three to five business days for testing. Unscheduled maintenance must also be coordinated with GVSU Parking Services, preferably before the maintenance is performed, but not later than 24 hours after it has been applied. |  |
| 10 | GVSU must be notified at least one week in advance of planned outages and upgrades.  |  |
| 11 | G6. Describe any on-going resource requirements expected from GVSU |  |
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| **J. TECHNICAL INFORMATION** |
|  | **Requirement** | **Response** |
| 1 | Proposed solution must be a cloud-based service. Please describe on-site installation work required. |  |
| 2 | Proposer must demonstrate an adequate business continuity plan and should discuss the methods used to ensure redundancy. Specifically describe the hosting infrastructure and methods used to ensure redundancy. |  |
| 3 | Is your hosting facility SOC 2 compliant? If so, is documentation available? If not, provide internal security protocols and documentation. |  |
| 4 | What hosting/system redundancies and practices are used to prevent system downtime? |  |
| 5 | Proposer must provide security for individual data. Please describe your policies for ensuring data privacy and security.  |  |
| 6 | Proposer should demonstrate regular, third-party monitoring of all systems and tiers and review of all security procedures. |  |
| 7 | Proposer should describe their ongoing maintenance and system testing procedures. Include in this response information relative to how new features are addressed.  |  |
| 8 | Proposer should describe its data back-up and recovery policies. |  |
| 9 | Proposer system must work across the current and past 2-3 versions of Edge, Safari, Chrome, and Firefox (at a minimum) and be ADA accessible on browsers. Describe any limitations or non-supported browsers. |  |
| 10 | Proposer must provide PCI compliance documentation for payment gateway solutions that you support. All vendors and applications associated with PCI compliance must be listed as well as appropriate SAQ's and AoC's. |  |
| 11 | Will Proposer allow for GVSU to provide the payment gateway by handing off credit card acceptance via Cybersource from a GVSU-hosted website? |  |
| 12 | Proposer must fill out the light version of the Higher Education Cloud Vendor Assessment Tool (HECVAT). See: <https://library.educause.edu/-/media/files/library/2022/6/hecvatlite303.xlsx>If proposer solution is selected, the full HECVAT Assessment tool will be required prior to signing contract. |  |
| 13 | Proposer will agree to the GVSU Security Addendum or a variation, included in this RFP. |  |
| 14 | GVSU requires access to view activity logs in case of security or data needs and/or the ability to integrate vendor logs into customer Splunk tool. |  |
| 15 | Have the ability to provide or integrate with the Universities communication platform. |  |
| 16 | It is required that all cloud hosting tenents are based in the US and that no data would be stored on servers based outside of the US. |  |

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| **K. BIDDING COMPANY INFORMATION** |
|  | **Requirement** | **Response** |
| 1 | Provide the primary point of contact and contact information for the Bidder. |  |
| 2 | Briefly describe parking needs that are unique to institutions of higher education. |  |
| 3 | Describe how the proposed solution is designed to meet those unique parking needs. |  |
| 4 | Proposer must have provided similar services for comparable sized institutions of higher education for a minimum of 5 years. Please describe.  |  |
| 5 | Provide customer references for three completed projects at comparable institutions of higher education currently serviced by the proposer two of which are of the same size or larger.Each reference must include:* the institution name and business address;
* the name, title, and telephone number of the contact person knowledgeable about the project work at the institution;
* a brief description of the service provided and the period of service.
 |  |
| 6 | Proposer shall describe any partnerships with third-party vendors in overall solution. |  |

# PRICING

Fully describe and itemize financial elements for above line items as contained in the RFP so that all costs (one-time, fixed, recurring, ongoing, optional, usage based, etc.) for all services, hardware, software, licensing, hardware maintenance, software maintenance, development, documentation, training, support, and operations can be evaluated. All pricing should be broken out by line-item category. The Proposer shall also list and price any item that is part of the solution (whether hardware, software, or management-related) that has not been specified in the requirements but is needed in order for successful installation, development, and operation of this service.

Handheld pricing must include an option to purchase and an option to lease.

Please provide a brief description and cost of other products or services not specifically detailed in this document that would be required to implement the proposed system. Hourly pricing for custom development must be provided as well.

Proposal to include training plan and cost, including the initial required training and future training that will be available.

# CONTACT INFO

All contact must be via email. Chris Swank, Director of Parking, Transportation and Facilities Services is the primary contact for questions regarding the proposal’s technical requirements (swankc@gvsu.edu). Valerie Rhodes-Sorrelle, C.P.M., Vendor Relations Manager, is the point of contact for bid processing questions (rhodesv@gvsu.edu).

**EVALUATION AND AWARD CRITERIA**

Responses to this RFP will be evaluated based on the proposer’s ability to:

* Meet the minimum required functionality
* Vendors may be required to do a demonstration/presentation as part of the evaluation process. These will be scheduled during the month of November 2023
* Meet the June 1, 2024 deadline for the system to be fully operational
* Provide integration and migration of the current parking system data without loss of data
* Integrate a parking software system that can easily adapt and run on up-to-date technology to meet the changing environment of the parking industry
* Implement a solution that can easily be configured and maintained, without requiring custom development.
* Provide a solution that offers external customers with various options and capabilities for payments and purchasing of various parking related products.
* Provide additional capabilities deemed to be valuable to meeting the overall objectives of permit, appeal and citation needs
* Provide support and training services needed to ensure program success
* Provide a solution that is stable and quickly gains user adaption and allows internal users the ability to quickly learn the system
* Provide university client references specific to the product and services required
* Meet criteria as specified in RFP document, including the Statement of Needs chart.
* All equipment to be supported for the life of the contract as well as renewal options used by the University
* Overall price

**PROPOSAL AND CONTRACT**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Bid No.:** 224-12\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project:** Parking Management System: Software and Equipment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid opening date and time:** September 22, 2023 at 10:00 A.M.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** 2033 Zumberge Hall**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bidder acknowledges receipt of the following addenda:**

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

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

If awarded this contract, upon receipt of contract signed by Grand Valley State University, the undersigned agrees to begin and complete all work in accordance with the schedule required by the University.

The undersigned proposes to furnish all labor, materials / product, equipment, tools and services required, unless otherwise noted, to complete the work in accordance with the 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(s) □ Native American(s) □ Woman/Women

□ Asian American(s) □ Multi-Racial Person(s) □ ADA Disabled Person(s)

□ Hispanic American(s) □ Veteran(s)

**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

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

Office Telephone No. Cellular Phone No. E-Mail Address

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

Authorized Agent Signature Name and Title

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

Date of Signature

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

Witness Signature Witness Name

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

Date of Signature

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

Tax Identification No.

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

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

GVSU Authorized Agent Signature Name and Title

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

Date of Signature

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

Witness Signature Witness Name

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

Date of Signature

GVSU Tax Identification No.: 38 1684280

**Appendix: 1**

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| **GVSU Parking Services Equipment** |
| Item | Model | Serial # | Approx. Purchase Date | Location |
| Cite Pro (1) | N5Z1 | HH498038 | 6/24/2020 | Allendale |
| Cite Pro(2) | N5Z1 | HH497076 | 6/24/2020 | Allendale |
| Cite Pro(3) | N5Z1 | HH497068 | 6/24/2020 | Allendale |
| Cite Pro(4) | N5Z1 | HH498042 | 6/24/2020 | Allendale |
| Cite Pro(5) | N5Z1 | HH497080 | 6/24/2020 | Allendale |
| Cite Pro(6) | N5Z1 | HH497077 | 6/24/2020 | Allendale |
| Cite Pro(7) | N5Z1 | HH498039 | 6/24/2020 | Allendale |
| Cite Pro(8) | N5Z1 | HH4979801 | 6/24/2020 | Allendale |
| Cite Pro(9) | XFUtility | HH522802 | 6/24/2020 | Allendale |
| Cite Pro(10) | XFUtility | HH518048 | 6/24/2020 | Allendale |
| Genetec Pay-by-Plate Sync LPR |  |  | 11/1/2022 | Allendale |
| Genetec Pay-by-Plate Sync LPR |  |  | 11/1/2022 | Pew |
| Cite Pro(1) | N5Z1 | HH512217 |  | Pew |
| Cite Pro(2) | N5Z1 | HH508193 |  | Pew |
| Cite Pro(3) | N5Z1 | HH497082 |  | Pew |
| Cite Pro(4) | N5Z1 | HH497085 |  | Pew |
| Cite Pro(5) | N5Z1 | HH504630 |  | Pew |
| Cite Pro(6) | N5Z1 | HH505585 |  | Pew |
| Cite Pro(7) | XFUtility | HH522816 |  | Pew |
| Cite Pro(8) | XFUtility | HH522798 |  | Pew |
| Digital pay station  | Luke II | xxxxx0749 | 15-Jun | Marketplace West |
| Digital pay station  | Luke II | xxxxx0748 | 15-Jun | Marketplace East |
| Digital pay station  | Luke II | 5201 1917 0528 | 19-Aug | Lot H North |
| Digital pay station | Luke II | 5201 1917 0529 | 19-Aug | Lot H South |
| Digital pay station  | Luke II | 5201 1917 0530 | 19-Aug | KC Center |