

**The Philadelphia Parking Authority**  
**701 Market Street, Suite 5400**  
**Philadelphia, PA 19106**

**RFP No. 24-07**

**Parking Violation Management System and Customer Support Services**  
**Addendum Five**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: January 22, 2025

No Pages: 1 plus Appendix A

This addendum is issued on January 22 2025, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Offerors regarding the work included in the above referenced solicitation.

**CHANGES TO RFP DOCUMENT**

1. **Proposal Form:** The Proposal Form has been revised to reflect the revised bond amount. Please see Appendix A of this addendum for the revised Proposal Form. The Word version of the Proposal Form has been updated on our website.

**END OF ADDENDUM FIVE**

RFP No. 24-07 Parking Violation Management System and Customer  
Support Services  
Addendum Five - Appendix A  
Revised Proposal Form

**THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET – SUITE 5400  
PHILADELPHIA, PA 19106**

**PARKING VIOLATION MANAGEMENT SYSTEM AND CUSTOMER SUPPORT SERVICES  
RFP No. 24-07**

**PROPOSAL FORM**

1. The undersigned submits this proposal in response to the above referenced **RFP No. 24-07 Parking Violation Management System and Customer Support Services** being familiar with and understanding the advertised notice of opportunity, General Information, Work Statement, Proposal Form, Affidavit of Non-Collusion, and Addenda if any (the “Proposal Documents”), as prepared by the Philadelphia Parking Authority and posted on the Authority’s Internet website and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, PA 19106. The party submitting a proposal is the “Offeror”.
2. The Authority reserves the right to withdraw and cancel this RFP prior to opening or to reject any and all proposals after proposals are opened if in the best interest of the Authority, in the Authority's sole discretion. If the Authority accepts Offeror’s offer, Offeror agrees to execute a contract memorializing the proposal’s terms if the contract is delivered to Offeror within 60 days of the proposal opening date. This provision will not be interpreted to preclude the execution of a contract related to this proposal outside of that 60-day period.
3. Offeror acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____

4. **Contract Term.** The initial term of the Contract will commence on the Effective Date and will end five (5) years after Go-Live. The Effective Date is the date the Contract has been awarded by the Authority’s Board, executed by the Contractor, and then executed by the Authority. Go-Live is defined in the attached sample contract. After the conclusion of the Initial Term, the Authority may extend the term of the Contract for up to five (5) additional one-year periods.

5. **Cost Form:** The Offeror must submit a Per Violation Fee and Contingency Fee. The Offeror's combined Per Violation Fee and Contingency Fee must cover its operating expenses, overhead and profit.

**A. Per Violation Fee:** The Per Violation Fee will be based on the quantity of legitimate parking violations processed. Legitimate parking violations exclude voided parking violations. Offerors must propose a fee for each legitimate violation processed. This fee must include all hardware and software upgrades and ongoing programming costs associated with the System as implemented by the Offeror must be built into the Offeror's per-violation fee. Startup and mobilization costs must be built into the Offeror's Per Violation Fee. The Per Violation Fee will be the primary compensation.

\$ \_\_\_\_\_

**B. Contingency Fee:** The Authority intends to implement opportunities for the successful Offeror to earn Contingency Fees for the collection of delinquent violations, as described below. This arrangement would promote the following objectives:

1. Provide a source of funding for the Offeror to offset expenses associated with evolving program needs, especially programming for new initiatives.
2. Provide a strong incentive to increase collections performance, especially during the first year of the notice and collection cycle.

Offerors will propose a commission rate for paid violations meeting these criteria:	
Successful Offerors will retain violations reaching contingency stage for six (6) months. Violations not paid after six (6) months would then be reassigned to Authority collection contractors.	
Contingency Fee Criteria	
Parking Violations	After three notices mailed + 30 days
Red Light or Speed	After four notices + 30 days
Excluded from Commission Eligibility - Payments on:	
Booted or towed vehicles	
Suspend Effective Tickets	
Tickets assigned to collection contractors	
Auction Fee or "99 tickets"	
Tickets whose responsible party is a company enrolled in the Authority's Fleet Program	
Tickets on installment payment plans	
Performance Incentive Clause	
Quarterly \$20,000 for each of the following:	
	1 year closure rate 83%
	2 year closure rate 86%
	3 year closure rate 88%

3. **Contingency Fee for Parking Violations:** \_\_\_\_\_%

4. **Contingency Fee for Red Light or Speed:** \_\_\_\_\_%

**C. Additional Cashiering Costs:** Provide the annual cost associated with adding a cashiering station to a location. Cost must be all inclusive and include but not limited to labor, hardware, software and any other costs associated with the cashier.

**Additional Cashiering Cost:** \$ \_\_\_\_\_

6. **Requirement Statement:** The undersigned Offeror agrees to provide a parking violation management system and customer support services as specified in the Work Statement, any Addenda, if issued and the response submitted.

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Signature

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Name  
(Please Print)

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Title

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Date

7. **Execution of Agreement and Furnishing Bonds:** Within ten (10) calendar days after receipt of written Notice of Award of Contract, the Offeror agrees to furnish a Performance Bond in an amount equal to five million five hundred thousand (\$5,500,000) dollars and a Labor and Material Payment Bond equal to five million five hundred thousand (\$5,500,000) dollars.

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Signature

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Name  
(Please Print)

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Title

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Date

8. **Insurance Requirements:** The undersigned Offeror agrees to the insurance requirements as specified in Appendix C, *Insurance Requirements* and any Addenda, if issued.

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Signature

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Name  
(Please Print)

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Title

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Date

**9. Offeror Signatures: Complete one section below.**

**If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Officer. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this proposal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name of Offeror

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**If offer is by a business entity other than a corporation form must be dated and signed here:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type of Entity

\_\_\_\_\_  
Business Name of Offeror

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ ZIP Code

\_\_\_\_\_  
Telephone Number



**10. Affidavit of Non-Collusion:**

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

RFP No. \_\_\_\_\_

I state that I am \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of my organization) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I have placed my signature below.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Offeror or potential Offeror.

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is an Offeror or potential Offeror, and they will not be disclosed before proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal in response to this Proposal, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal of my organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal. I have read, understand and will abide by the Authority's Contractor Integrity Provisions.

(5) \_\_\_\_\_ (my organization's name) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ (my organization's name) understands and acknowledges that the above representations are material and important and will be relied on by The Philadelphia Parking Authority when awarding the contract for which this proposal is submitted. I understand and my organization understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Philadelphia Parking Authority of the true facts relating to the submission of proposals / proposals for this contract.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_ DAY  
OF 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**11. Qualifications:**

- a. **Type of business:** Individually owned   
*Check one* Partnership   
Corporation   
Other

- b. **Number of employees:** Under 25   
*Check one* Under 50   
Under 100   
Over 100

c. **If you have had previous contracts with the Authority, list date and product or service provided:**

i.....

ii.....

iii.....

d. **Philadelphia Commercial Activities License Number:** \_\_\_\_\_

e. **Federal EIN Number:** \_\_\_\_\_

## LIST OF SUBCONTRACTORS AND MATERIAL SUPPLIERS

(copy page as needed)

Undersigned agrees, if notified of the acceptance of this proposal, that you will utilize the following material suppliers, for the following noted types of work. No substitutions shall be made in the employment of material suppliers without written approval from the owner. The undersigned acknowledges that the Philadelphia Parking Authority reserves the right to reject any material suppliers listed below after bids are opened at no additional cost to Owner.

### MATERIAL SUPPLIER

SUBCONTRACTOR OR MATERIAL SUPPLIER		
Name:		
Type of Work:		
Phone:	E-mail:	
Address:		
City:	State:	ZIP Code:
Union Affiliation (if any):		
Signature of Individual, Owner or Partner:		
Name and Title of Signer:		
Name of Firm:		
Date:		
SUBCONTRACTOR OR MATERIAL SUPPLIER		
Name:		
Type of Work:		
Phone:	E-mail:	
Address:		
City:	State:	ZIP Code:
Union Affiliation (if any):		
Signature of Individual, Owner or Partner:		
Name and Title of Signer:		
Name of Firm:		
Date:		

# Philadelphia Parking Authority

## SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL (Copy as needed)

RFP Name and Number: \_\_\_\_\_

Offeror/Subcontractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### OFFEROR INFORMATION:

Does the Offeror/subcontractor hold a Small Business Procurement Initiative certificate issued by the Pennsylvania Department of General Services?       Yes     No    (**MUST** check one)

If yes, please identify each category that applies to your business:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.
5. \_\_\_\_\_.

If this form is being completed for a subcontractor, please indicate the percentage and dollar amount of the contract the subcontractor will receive if Offeror is awarded the contract.

\$ \_\_\_\_\_ %

The Offeror will need to attach a copy of the their SBPI certificate and the subcontractor's SBPI certificate, if applicable. Offeror and/or subcontractor will be required to maintain their status as a certified Small Diverse Business throughout the entire term of the contract.

**This form must be completed and submitted with your proposal.** If you do not participate in the Small Business Procurement Initiative, please check the box for "No" and submit with your proposal.

MANAGER OF CONTRACT ADMINISTRATION  
THE PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA, PA 19106



**Proposal Decline Form:** RFP No. 24-07 Parking Violation Management System and Customer Support Services

If you did not submit an offer to the Authority for this solicitation, please return this form immediately.

The undersigned contractor declines to submit an offer for this project.

Name: \_\_\_\_\_

- Requirements too "tight" (explain below)
- Unable to meet time period for responding to this RFP
- We do not offer this product or service
- Our schedule would not permit us to perform
- Work Statement unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:


Upon completion of this form, please email the form to Shannon Stewart, Manager of Contract Administration, at [sstewart@philapark.org](mailto:sstewart@philapark.org). A link to the electronic version of this form can be found on our website or by clicking this link, <https://app.smartsheet.com/b/form/4fd4f986bf074db884e72971fb93cc47>.