

Administered by University of Maine System

Office of Strategic Procurement

Request for Proposal (RFP)

SUBMISSION FORM PACKAGE

University of Maine System Parking Services

RFP #2021-046

**Issued Date:** June 1, 2021

**Response Deadline Date/Time:** **June 8, 2021, 11:59 p.m. EST**

**Response Submission Information:**

Submitted electronically to UMSResponses@maine.edu

Email Subject Line – RC: UMS Parking Services - RFP#2021-046

**Response Contact Information:**

Strategic Sourcing Manager (SSM): Robin Cyr

Email: UMSResponses@maine.edu and robin.cyr@maine.edu

Phone: (207) 649-0111

### **Appendix A – University of Maine System Response Cover Page**

**RFP # 2021-046**

**UMS Parking Services**

|  |  |
| --- | --- |
| Organization Name: |  |
| Chief Executive – Name/Title: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Headquarters Street Address: |  |
| Headquarters City/State/Zip: |  |
| Lead Point of Contact for Quote – Name/Title: |  |
| Telephone: |  |
| Fax: |  |
| Email: |  |
| Street Address: |  |
| City/State/Zip: |  |

**IMPORTANT - Respondent is required to place an ‘X’ to indicate which solutions are offered as an solution in this response:**

**\_\_\_\_\_\_ Garage Parking (owned and/or managed by the Respondent)**

**\_\_\_\_\_\_ Surface Parking (owned and/or managed by the Respondent)**

1. This pricing structure contained herein will remain firm for a period of 90 days from the date and time of the quote deadline date.
2. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent’s response.
3. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
4. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
5. By submitting a response to a Request for Proposal, bid or other offer to do business with the University your entity understands and agrees that:
   1. The Agreement provisions in **Section 1.1.3** of this document will not be modified and are thereby incorporated into any agreement entered into between University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
   2. The above Agreement provisions in **Section 1.1.3** of this document will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
   3. Your entity agrees that the resulting Agreement will be the entire agreement between the University (including University’s employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University’s employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
   4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to ''trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

*To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name and Title (Printed) Authorized Signature

**Appendix B – Debarment, Performance and Non-Collusion Certification**

**University of Maine System**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFP # 2021-046**

**UMS Parking Services**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
2. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
   1. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
   2. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
   4. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
3. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name and Title (Printed) Authorized Signature

**Appendix C – Required Cost Evaluation Exhibits**

University of Maine System

COST EVALUATION

**RFP # 2021-046**

**UMS Parking Services**

**GENERAL INSTRUCTIONS:**

Provide rate schedule for the high-level deliverables defined RFP Section 1.1.4 Scope of Work.

**Parking Location –** Please note the parking location address. If your submission includes more than one please keep pricing separate per location.

**One Time Charges –** Any one-time charges associated with the parking pass, i.e. charge for pass.

**Rate Per Pass (Monthly)** - Monthly rate per pass that will be invoiced by Parking Pass Quantity.

**Monthly Cost Estimate** – Calculation of the (Parking Pass Quantity x Rate Per Pass Monthly = Monthly Cost Estimate)

**Rate Per Pass (Yearly)** – Yearly rate per pass that will be invoiced by Parking Pass Quantity.

**Yearly Cost Estimate** – Calculation of the (Parking Pass Quantity x Rate Per Pass Yearly = Yearly Cost Estimate)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Parking Location:** | | | | | | |
| **Garage Parking Options** | **Parking Pass Quantity** | **One Time Charges** | **Rate Per Pass**  **(Monthly)** | **Monthly Cost Estimate**  **(Parking Pass Qty x Rate Per Pass)** | **Rate Per Pass**  **(Yearly)** | **Yearly Cost Estimate**  **(Parking Pass Qty x Rate Per Pass)** |
| **One Time Charges** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Visitor Parking** |  |  |  |  |  |  |
| Visitor Parking - Hourly Rates |  |  |  |  |  |  |
| Visitor Parking – 24 Hour Rates |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Non-Tiered Rate – Parking Pass** |  |  |  |  |  |  |
| Parking Pass (Monthly) | 1+ |  |  |  |  |  |
| Parking Pass (Yearly) | 1+ |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Tiered Rate Parking Passes** |  |  |  |  |  |  |
| Parking Pass (Monthly) | 30 |  |  |  |  |  |
|  | 50 |  |  |  |  |  |
|  | 100 |  |  |  |  |  |
|  | 125 |  |  |  |  |  |
|  | 150 |  |  |  |  |  |
|  | 200 |  |  |  |  |  |
|  | 250 |  |  |  |  |  |
|  | 300 |  |  |  |  |  |
|  | 350 |  |  |  |  |  |
|  | 400+ |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Parking Location:** | | | | | | |
| **Garage Parking Options** | **Parking Pass Quantity** | **One Time Charges** | **Rate Per Pass**  **(Monthly)** | **Monthly Cost Estimate**  **(Parking Pass Qty x Rate Per Pass)** | **Rate Per Pass**  **(Yearly)** | **Yearly Cost Estimate**  **(Parking Pass Qty x Rate Per Pass)** |
| **One Time Charges** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Visitor Parking** |  |  |  |  |  |  |
| Visitor Parking - Hourly Rates |  |  |  |  |  |  |
| Visitor Parking – 24 Hour Rates |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Non-Tiered Rate – Parking Pass** |  |  |  |  |  |  |
| Parking Pass (Monthly) | 1+ |  |  |  |  |  |
| Parking Pass (Yearly) | 1+ |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Tiered Rate Parking Passes** |  |  |  |  |  |  |
| Parking Pass (Monthly) | 30 |  |  |  |  |  |
|  | 50 |  |  |  |  |  |
|  | 100 |  |  |  |  |  |
|  | 125 |  |  |  |  |  |
|  | 150 |  |  |  |  |  |
|  | 200 |  |  |  |  |  |
|  | 250 |  |  |  |  |  |
|  | 300 |  |  |  |  |  |
|  | 350 |  |  |  |  |  |
|  | 400+ |  |  |  |  |  |

### **Appendix D – Evaluation Question(s) - Organization, Qualifications and Experience**

Respondent’s Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**: Respondents shall ensure that all information required herein is submitted with the response. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the response or rescission of an award. Respondents are encouraged to provide any additional information describing operational abilities.

**Evaluation Question(s)**

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution.
2. Provide a statement that explains why your company would be most qualified to provide products and services to the University of Maine System. What differentiates you from your competitors? In the response the Respondent must demonstrate that they are a recognized leader in the services and/or products covered in this document.

### **Appendix E – Evaluation Question(s) – Pass Sharing Options**

Respondent’s Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**: Respondents will use this Appendix to detail any Pass Sharing Options

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### **Appendix F – Evaluation Question(s) – Parking Security**

Respondent’s Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**: Respondents will use this Appendix to detail any parking security offered, including but not limited to, lighting, pass verification, security cameras, physical presence.