



Administered by University of Maine System
Office of Strategic Procurement
Request for Bid (RFB)

University of Maine System Parking Services
RFB #2022-013

Issued Date: August 20, 2021

Response Deadline Date/Time: August 27, 2021, 11:59 p.m. EST

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – RC: UMS Parking Services - RFB#2022-013

Response Contact Information:

Strategic Sourcing Manager (SSM): Robin Cyr
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PURPOSE

The University of Maine System (UMS) is seeking proposals for parking services owned and/or managed for both surface and garage parking within reasonable walking distance to 300 Fore Street, Portland, Maine and/or for surface parking that ties into the Metro system to transport to 300 Fore Street, Portland, Maine. Payment and management of the passes will be managed through the University of Maine System.

SUBMISSION REQUIREMENTS

Submissions are due by August 27, 2021 on or before 11:59 p.m. EST.

Submissions should include as appropriate:

- Identification of garage or surface parking option and location.
- Pricing for parking both longer term and visitor passes.
- Information on any other programs like pass sharing, visitor passes, etc.
- Surface parking options outside of reasonable walking distance to the facility will need to have supporting information that the parking lot is serviced by the City Metro System.

IMPORTANT: This information may be provided via the Respondents current pricing and informational materials.

EVALUATION AND AWARD PROCESS

Scoring Weights - Since it is the University's intention to allow Respondents to propose to one or both solutions (Respondent owned and/or managed Garage and Surface parking options), the University will evaluate both solutions separately based on a 100-point scale each, which will measure the degree to which each response meets the following criteria:

Garage Parking Solution

Category	Points
Cost Evaluation	50
Respondent - Established Garage Parking	20
Garage Proximity to 300 Fore Street, Portland, ME and/or Supported by Metro System to 300 Fore Street, Portland, ME	30
Total Points	100

Surface Parking Solution

Category	Points
Cost Evaluation	50
Respondent - Established Surface Parking	20
Surface Parking Proximity to 300 Fore Street, Portland, ME and/or Supported by Metro System to 300 Fore Street, Portland, ME	30
Total Points	100

Cost Evaluation: The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. For purposes of clarification the price evaluation will be completed on longer term pricing provided. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

(Lowest submitted cost response / cost of response being scored) x **Points** = pro-rated score

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best value pricing with the submission of their response. Respondents will NOT be given another opportunity to modify pricing once submitted.

Respondent - Established Surface Parking and Proximity Evaluation:

The evaluation team will use a consensus approach to evaluate and assign evaluation points. Reference checks will be performed on the top Respondent(s) only as determined by consensus scoring in the other categories.

AWARD

The University reserves the right to award Agreement(s) to one or multiple Respondents, for surface and garage parking options owned and/or managed by the Respondent, if such award is in the best interest of the University. The University also reserves the right to award only one solution if such an action is in the best interest of the University.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all bid/proposal/submission, in whole or in part, and is not necessarily bound to accept the lowest cost response if that bid/proposal/submission is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

Negotiations

The University reserves the right to negotiate with the successful Respondent to finalize a contract. In the event that an acceptable contract cannot be negotiated, the University may withdraw its award. Alternatively, the University may cancel the RFB, at its sole discretion.

Award Protest

Respondents may appeal the award decision by submitting a written protest to the University of Maine System's Chief General Services Officer within five (5) business days of the date of the award notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at

http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d

If this RFB results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.