



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

University of Maine System Parking Services
RFB #2022-037

Issued Date: November 17, 2021

Response Deadline Date/Time: Dec. 1, 2021, 11:59 p.m. EST

Response Submission Information:

Submitted electronically to UMSResponses@maine.edu
Email Subject Line – RC: UMS Parking Services - RFB#2022-037

Response Contact Information:

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PURPOSE AND SCOPE OF SERVICES

The University of Maine System (UMS) is seeking proposals for parking services owned and/or managed for both surface or garage parking within the City of Portland or surrounding municipalities. Parking need is for University students, staff & faculty, as well as subcontractors working for the University, and prices and conditions proposed must be applicable to joint or separate contracts between the winning parking company and either the University and/or the University's subcontractors. Parking must be available within a quarter mile of University of Southern Maine Portland campus and/or must be within a half mile of a METRO bus route that passes the USM Portland campus. Parking lot(s) must be regularly plowed/maintained and/or the lot(s) owner must allow the University to plow/maintain the lots with their personnel or through a third-party contractor. Lot(s) need to be available Monday-Friday from at least 5 am through at least 8 pm, from January 17th, 2022 through May 2023.

Payment and management of the passes will be managed through the University of Maine System (UMS) or UMS' subcontractors, depending on which entities the contracts are executed with. Invoices will be paid within net 30 days.

SUBMISSION REQUIREMENTS

Submissions are due by December 1, 2021 on or before 11:59 p.m. EST.

Submissions should include as appropriate:

- Identification of garage or surface parking options and locations, explaining location(s) within the municipality & also where parking is available or set aside within the lots.
- Pricing for parking per space for both longer term and visitor passes. Please include any bulk pricing available also and how many spaces qualify for bulk.
- Please note whether or not pricing includes any additional items like maintenance, snow removal or lighting
- Information on any other programs like pass sharing, visitor passes, etc.
- Please note if you carry liability insurance and whether or not it would cover damage to vehicles
- Surface parking options outside of reasonable walking distance to USM campus 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 multiple solutions or locations (Respondent owned and/or managed Garage(s) and Surface(s) parking options), the University will evaluate any solutions separately based on a 100-point scale each, which will measure the degree to which each response meets the following criteria:

Parking Solution

Category	Points
Cost Evaluation	40
Respondent - Established Garage Parking or Established Surface Parking	10
Garage or Surface Lot Proximity to University of Southern Maine campus and/or Supported by Metro System to University of Southern Maine campus	30
Convenience for Users in the Garage or Lot (including location within lot, reserved spaces & competition with other users)	10
Security, Snow Removal & Maintenance	10
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.

Established Surface Parking, Proximity Evaluation, Convenience, Security, Maintenance and Snow Removal:

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.