

CREDIT CARD ENABLED SINGLE SPACE METERS

RFP-4382-14-JE

EVALUATION MATRIX

MARCH 4, 2014

<u>Proposers:</u>	Duncan Solutions	Mackay Meters, Inc.	IPS Group, Inc.
<u>Evaluation Committee Members:</u>			
Rosanne Regan	76	80	90
Anthony Derosa	65	90	80
Daniel Giust	85	84	94
TOTAL:	226	254	264
RANKINGS:	3	2	1



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form (Use for bids, RFPs, RLLs, RFQs)

Date 9/25/13

Department/Office Office of Parking & Intergov. Affairs

Division/Area Parking

Contact Person Rosanne Regan or Tony Derosa

Title Financial Analyst, Prkg Oper.
Supervisor

Phone Ext. 8142, Ext. 3337

Email rregan@hollywoodfl.org,
aderosa@hollywoodfl.org

1. Product/Service being requested (be specific.) Credit Card Enabled Single Space Parking Meters

2. Detailed description of the products/services function and purpose. The City is seeking bids to purchase credit card enabled single space parking meter mechanisms to upgrade and replace existing single space electronic parking meters which are able to be fitted into existing single space meter housings. (It should be noted that the current housings will be replaced with new housings but will be a separate procurement). The credit card enabled parking meter will give the customer another option of payment and will reduce the time spent on collections.

Are there alternative products/services capable of performing the required function? no

3. Has this product/service previously been formally solicited by the City of Hollywood?

☐ Yes ☒ No ☐ Unsure

If yes, please provide previous solicitation number. _____

4. Has this product/service previously been formally solicited by another government agency?

☐ Yes ☐ No ☒ Unsure

If yes, please provide details and copy if available. _____

5. Total estimated cost of the requested product/service? 110,000.00

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

(Revised 9/2013)

F-482-14-TE

Has this cost been approved in your budget? ☒ Yes ☐ No

If yes, provide Account Number (s.) 46.1100.13186.545.006453

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 15 Days

7. Is a pre-bid meeting required? ☒ Yes ☐ No

If yes, are you requesting it to be mandatory? ☐ Yes ☒ No

8. Project location? Beach on-street

9. Completion Time: Final completion of this project shall be in 90 calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

☐ Yes ☒ No

11. Please list any special licenses or certification require to bid. _____

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

☐ Yes ☒ No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? ☐ Yes ☒ No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☒ Yes ☐ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)
After the warranty period, there will be costs associated with the normal repairs of the meters.

16. Is this a grant related purchase? ☐ Yes ☒ No

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

(Revised 9/2013)

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

What is the grant (dollar) amount? _____

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? ☐ Yes ☒ No

If yes, please provide details on Department/Office and how. _____

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:
(NOTE: Committee members should not be direct reports.)

Anthony Derosa
Dan Giust
Rosanne Regan

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.
Duncan Solutions, IPS Group Inc., MacKay Meters

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

Contact Person's Signature

Date



Supervisor's Signature

Date

Director's Signature

Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	10/7/13
Approved By:		Date	10/7/13

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

(Revised 9/2013)