

REQUEST FOR PROPOSAL

INFORMATION PAGE

The City of Daytona Beach, Florida, will receive online Solicitations for **RFP 20501-PARKING ENFORCEMENT SERVICES**, until **2:00 p.m., on July 22, 2020**, Solicitations received after said time will not be accepted.

The City will only accept online Offers through our Platform powered by Negometrix, accessible through the City's website www.codb.us/841/Purchasing. All Solicitations MUST be submitted through this platform. **No paper bids will be accepted.**

SCOPE:

The City seeks to obtain Parking Operations Manager for parking enforcement including management of metered and non-metered parking, surface parking lots, residential and all other parking controls within a specified area of the City (the "Operations Area").

The Management Company shall manage and enforce the parking program within the Operations Area. Responsibilities include the following:

- Issuing residential parking permits.
- Enforcing parking restrictions, including through the issuance of citations and the ordering of vehicle towing in accordance with City requirements.
- Collecting, accounting for, and depositing with the City, residential parking permit fees, meter fees, citations payments, including penalties, and any other parking program revenue.
- Regularly documenting program expenses and revenues.
- Installing, maintaining, relocating and replacing meters as necessary.
- Monitoring parking program effectiveness, including with regard to recommended changes to meter locations.
- Maintaining a local office within the Operations Area, and providing an internet site accessible to the public, for the purpose of issuing permits, collecting revenues, and providing public information.
- Responding to parking complaints and to public inquiries about all facets of the parking program, in a timely fashion and in accordance with the City's policies regarding customer service.
- Continuing a public information program approved by the City.
- Developing and implementing a system of written internal controls to safeguard against theft and other losses and creating and complying with written policies and procedures relating to the written flow of documents and cash. The City shall be authorized to oversee compliance with these controls and policies and procedures.
- Providing a local Manager, who shall supervise operations. Hiring and managing other qualified personnel.

NIGP COMMODITY CODES: 95872

(make sure to have registered at least one of these codes in order to receive updates on this solicitation)

PARTICIPATION. In order to view solicitation requirements, view the schedule, pose questions, receive updates and addenda or submit an offer please click the '**PARTICIPATE**' button below. After clicking the participate button you will be prompted to login or register your company. Clicking the participating button does not obligate you to submit a response.

We recommend that you register and participate as soon as possible in order to stay informed on this solicitation.

A NON-MANDATORY PRE-SOLICITATION CONFERENCE will be conducted on *June 30, 2020* at *10:00 AM*, via Goto meeting. Interested participants are *urged* to attend by logging on to <https://www.gotomeet.me/DaytonaBeachPurchasing>. or phone in by calling 571-317-3122 and using access code 434-309-917.

QUESTION DEADLINE. The deadline for questions is 10 calendar days before the solicitation Opening Date. Questions should be submitted through the Negometrix Bid Platform clicking the “?” next to the area in question. Any changes to this solicitation will be made by Addendum or by answering questions and published on the Negometrix Bid Platform. It is the bidder's responsibility to stay informed and up to date.

BIDS MAY BE HELD by the City for a period not to exceed 60 days from the date of opening of bids for the purpose of reviewing the bid and investigating the qualifications of suppliers prior to awarding the contract.

ASSISTANCE AND SUPPORT. Suppliers may also contact the Negometrix support desk at the number provided below.

(Technical) Assistance (Mon - Fri: 8 am to 6 pm)
Negometrix Service Desk
Telephone: (724) 888-5294
Email: servicedesk@negometrix.com

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