

DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

May 29, 2018

ADDENDUM NO. 2

REQUEST FOR PROPOSAL (RFP)

PARKING ENFORCEMENT SERVICES

Specification No. 562237

This document contains:

- I. Notice of Proposal Due Date Postponement**
- II. Questions Submitted for Clarification of the RFP**
- III. Addendum Receipt Acknowledgement**

The following revisions/changes will be incorporated in the above referenced RFP document. All other provisions and requirements as originally set forth remain in full force and are binding.

Required for use by:
CITY OF CHICAGO
(Department of Finance)



This Addendum is distributed by:

CITY OF CHICAGO
Department of Procurement Services

**Respondents must acknowledge receipt of this Addendum by completing and returning the attached Acknowledgment by email to milton.leblanc@cityofchicago.org
Attn: Milton E. Leblanc, Senior Procurement Specialist
(312) 744-7971**

The information contained in this Addendum No. 2 is incorporated by reference into the original RFP issued on March 30, 2018

RAHM I. EMANUEL
MAYOR

JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER

May 29, 2018

ADDENDUM NO. 2

REQUEST FOR PROPOSAL (RFP)

PARKING ENFORCEMENT SERVICES

Specification No. 562237

For which Proposals are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 4:00 p.m., Central Time, **June 12, 2018.**

The following questions/answers will be incorporated in the above-referenced RFP. All other provisions and requirements as originally set forth remain in full force and are binding.

RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM NO. 2 IN THE PROPOSAL COVER LETTER SUBMITTED WITH ITS PROPOSAL

SECTION I: Notice of Proposal Due Date Postponement

The previously advertised proposed due date has been postponed. PROPOSALS ARE NOW DUE NO LATER THAN 4:00P.M. CENTRAL TIME ON June 12, 2018, in the BID & BOND ROOM 103, City Hall, 121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602

SECTION II: Questions submitted for Clarification of the RFP

Question #1: Due to the complexity of Chicago's program, will the City define 'substantially similar' as "The Respondent must provide at least three (3) municipal client references for Parking Enforcement Officer services per reference for over 1000 meter spaces, 25 or more officers, annual issuance of over 75K, and a combined level of issuance over 500K tickets issued per year?"

Answer #1: The City will not limit its definition of "substantially similar" to the definitions proposed in Question #1. The Respondent must provide references preferably from a large municipality or other government agency related to a contract of similar scope and magnitude as described in this RFP.

Question #2: Please clarify that the City will review the MBE/WBE Compliance Plans for responsiveness and good faith efforts before disqualification.

Answer #2: The City will evaluate Respondent's good faith efforts based on the support documents submitted. Refer to Exhibit 5, MBE & WBE Special Conditions for Commodities or Services Contracts, Section 1.5. Regulations Governing Reductions to or Waiver of MBE/WBE Goals in the RFP for more details.

Question #3: Is support of the approximate 6,000 total man-hours, please clarify that the 25 full-time PEOs listed does not take into account the 15-20 part-time PEOs required to fulfill the monthly hours required.

Answers #3: The Respondent may support the approximate 6,000 man-hours per month with 25 or more full and part-time employees.

Question #4: Since the DOF offers their PEAs the ability to use public transportation for free to travel to and from work duty areas, this benefit would be most helpful to the vendor PEOs as well.

Would the City allow vendor PEOs to use public transportation for free while working and wearing their uniforms with badges?

Answer #4: The City will not provide free public transportation to non-employees.

Question #5: Will the City provide a process to verify outstanding debt to the City?

Answer #5: Yes. The City will provide a process to verify outstanding debt owed by the Contractor, and individuals applying for employment with and/or currently employed by the Contractor.

Question #6: Due to the job requirements for extensive walking, can the City clarify that all black shoes are acceptable?

Answer #6: Yes, all solid black shoes are acceptable.

Question #7: Would the City consider deleting this requirement since often PEOs do not have a driver's license since they are walking and use public transportation?

Answer #7: If the PEO will not be driving a vehicle, a valid State of Illinois driver's license will not be required. However, a State of Illinois Identification card will be required in lieu of a driver's license.

Question #8: How does the city want that information to be delivered (e.g. email, FTP drop site, monthly report, etc.)?

Answer #8: This information will be required to be submitted to designated City of Chicago personnel via email as directed by the City upon Contract execution and throughout the life of the Contract.

Question #9: Since enforcement is primarily during night hours, it can be dangerous for bicycle enforcement at night. What are the City's recommended routes, months, and days anticipated for bicycle enforcement?

Answer #9: Maintain safety first by wearing all required padding, head protection (helmets), and safety reflector vest. Follow the State of Illinois Rules of the Road while riding the bike. Use City of Chicago designated bike lanes where available.

Question #10: Will the Vendor use the GPS tracking on the City supplied new smartphone enforcement devices instead of using separate phone devices?

Answer #10: Yes, GPS tracking will be part of the new ticket issuance software application on the new mobile devices.

Question #11: Unless this requirement is deleted, will the City accept a State ID if the person does not have a driver's license?

Answer #11: Yes, State ID is an acceptable form of identification. See answer to Question # 7.

Question #12: Although these could change, what hours are currently envisioned for Sunday enforcement?

Answer #12: Sunday hours are currently envisioned to be 9 a.m. to 9 p.m.

Question #13: What are the City's rules for calling off enforcement during inclement weather conditions?

Answer #13: Employees are expected to work during inclement weather.

Question #14: Given the amount of graffiti and signage issues, immediate reporting from the field will reduce significant time for enforcement duties and will result in a reduced number of tickets issued per hour. Due to this, would the City consider the time it takes to capture and report on the meter, graffiti, signs etc. an effort outside the enforcement hours (e.g. 5235 hours) tracked?

For efficiency, would the City allow the PEOs to submit the information to 311 via the handheld software or in an after-action report?

Answer #14: The amount of time to report graffiti is minimal. The City will provide a means to report graffiti and other issues via the enforcement software and handheld devices.

Question #15: In order for the City to compare vendor pricing, would the City modify the price sheet in Exhibit 4 to include a baseline of Man hours per year for PEOs and Supervisors?

Answer #15: The City will compare hourly rates.

Question #16: Are the staffing numbers represented in Exhibit 1A for the Current PEO Schedule reflected in the Exhibit 4 calculation for evaluation purposes?

Answer #16: The City will compare hourly rates.

Question #17: Sect. 3.2.3.2 of PSA document. Will the city please clarify if the 7-day requirement is 7 business days or 7 calendar days?

Answer #17: 7 Calendar days.

Question #18: Exhibit 1 - Section A (page 26) states "The Contractor must assign and maintain at a minimum, one full-time project manager devoted solely to the City of Chicago's parking enforcement contract." Exhibit 4 Cost/Proposal/Compensation Schedule does not contain a line item for recovering this designated managers' cost.

Questions:

a. Should the recovery of this managers cost be built into proposers' unit costs for Park Enforcement Officers and Parking Enforcement Officer Supervisors?

b. If yes to the above, will the City guarantee a minimum number of hours the vendor will be able to bill each year?

c. Say the managers cost is \$62,815/annually, and the cost is spread out at \$1.00/hour over the estimated 62,815 annual PEO & Supervisor hours. How would we recover the cost if the annual hours are reduced to only 1,000 per year?

d. If the manager's cost should not be built into bidders PEO unit costs, how will these costs be recovered?

Answer #18: All costs should be built in to the hourly rate for PEOs and PEO Supervisors. The City will not guarantee a number of hours, but expects the number of hours required will be similar to or more than the current contract.

Question #19: Section indicates both motorized vehicles and bicycles used for this contract must be used "exclusively" for this contract.

Answer #19: The City would consider an alternate non-exclusive transportation proposal. However, all transportation provided must meet the requirements set forth in this RFP.

Question #20: Exhibit 1 Section 3. N Liquidated Damages (page 35) states "The Contractor will incur liquidated damages for each citation issued by a PEO that was not properly issued in accordance with the Municipal Code of Chicago and all applicable training provisions, or pursuant to law." Can the City advise what, if any, liquidated damages has the current vendor, Serco, been assessed over the last 2 years?

Answer #20: The City has assessed liquidated damages for all violations of which it had knowledge issued in error by the current contractor.

Question #21: Exhibit 1 Section 3. N Liquidated Damages (Page 35) states "The Contractor is liable for any damage or loss of a hand-held unit or any of its related hardware or software issued to the Contractor, and the Contractor must reimburse the City for any repair related to misuse or

the replacement cost of lost equipment caused by the Contractor.” Can City advise what a typical hand-held unit would cost? Can they be repaired? Are they periodically serviced/maintained?

Answer #21: The City anticipates purchasing new citation issuance equipment in the next few months. It is anticipated that the cost for equipment allocated to an individual PEO will be valued at approximately \$2,100, which includes the handheld device and printer. There are separate charges for accessories as well. Whether or not they will be able to be repaired will depend on the issue. Devices will be maintained as required by manufacturer, if applicable.

Question #22: RFP pg. 34. Employee Records - Vendor is required to conduct background checks on its employees who are assigned to work under the contract, and City shall have access to documentation necessary to verify vendors compliance with these requirements. Will City accept that City’s access excludes sensitive personal information and the records of any background check or drug testing other than pass/fail result.

Answer #22: Yes, the City will accept the exclusion of sensitive personal information in the results of background checks.

Question #23: Sample Contract Section 3.2.4 Most Favored Customers - If vendor offers or sells services of similar or better quality at a lower net price than the contract price offered to City, then vendor must lower the City’s fee to match such price. This provision is inconsistent with the type of services provided by any vendor, and it would be extremely difficult for a vendor to comply. Is City willing to delete this section of the contract?

Answer #23: Respondents must indicate the degree to which it accepts the City’s terms and conditions, including the Scope of Services and the City’s Sample Professional Services Agreement.

Question #24: Changes in Governmental requirements for wages, payroll taxes, benefits, and/or other employment Costs: If the City or other governmental agency should in the future change employment laws (wage, benefits, payroll taxes, etc.) that result in increased labor costs for the contractor, will the contractor be able to pass these potential new government mandated costs to the City.

Answer #24: The City expects the contractor to comply with all laws, ordinances and statutes governing the contract. Respondent is expected to factor in projected price adjustments to hourly rates for each year of contract.

**Question #25: what is the incentive for Alternately powered vehicles?
Is it a requirement?**

Answer #25: This is not a requirement. A description of the Alternately Powered Vehicles Proposal Incentive is provided in Exhibit 8, Local and Other Preferences: Adjustments to the Cost Proposal and Affidavits.

If Respondent would like the City to apply, in evaluating Respondent’s pricing, the (1) Preference for Chicago-based businesses, (2) Incentive for Alternately Powered Vehicles, (3) Incentive for Veteran-Owned Small Local Business Enterprise and Eligible Joint Venture, or (4) BEPD Commitment, Respondent must submit the applicable affidavit(s) with its Proposal.

In accordance with the RFP Section V. General Information and Guidelines, subsection V.A.1 Submission of Questions or Requests for Clarifications, the deadline for questions has passed. No additional questions will be answered after the issuance of this Addendum #2, except as the Chief Procurement Officer may, in her sole discretion, deem such additional questions and answers to be addressed if in the best interest of the City.

DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO

May 29, 2018

Addendum No. 2

to

RFP FOR

PARKING ENFORCEMENT SERVICES

SPECIFICATION NO. 562237

Required by:



CITY OF CHICAGO
Department of Finance

III. ADDENDUM RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No. 2 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

Signature of Authorized Individual

Title

Name of Authorized Individual (Type or Print)

Company Name

Business Telephone Number

Complete and Return this Acknowledgment by email to:

milton.leblanc@cityofchicago.org

Attn: Milton E. Leblanc, Senior Procurement Specialist

RAHM I. EMANUEL
MAYOR

JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER