



SPECIFICATIONS AND PROPOSAL FORM
FOR
THE PURCHASE OF MULTI-SPACE PARKING METERS
INCORPORATED VILLAGE OF GREAT NECK PLAZA, NEW YORK
CONTRACT #APRIL2016-01

Prepared By
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2 Gussack Plaza
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April 2016

BIDS DUE: MAY 12, 2016

INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE PARKING METERS

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NOTICE TO BIDDERS

PLEASE TAKE NOTICE that sealed bids will be received until 11:00 a.m. on Thursday, May 12, 2016 by the Commissioner of Public Services, Village of Great Neck Plaza, Village Hall, 2 Gussack Plaza, Great Neck, NY 11021, at which time they will be opened and read aloud: PURCHASE OF MULTI-SPACE PARKING METERS, as per specifications set forth therefore.

The necessary specifications and bid proposal form are available at the Village Clerk's Office and the Village of Great Neck Plaza website (www.greatneckplaza.net) and provided in the following pages.

The bid shall be submitted in a sealed envelope plainly marked "Bid for Purchase of Multi-Space Parking Meters, Contract #April2016-01."

The Board of Trustees of the Village of Great Neck Plaza reserves the right to waive any informalities in the bids not inconsistent with law or to reject all bids or to accept any bid which is deemed to be in the best interest of the Village.

Specifications for such items together with the required form of proposal and contract may be obtained from the Village Clerk, Village Hall, 2 Gussack Plaza, Great Neck Plaza, New York 11021 on or after April 21, 2016 between the hours of 9:30 A.M. and 3:30 P.M. (Telephone: (516) 482-4500) Monday through Friday.

By Order of the Board of Trustees
Incorporated Village of Great Neck Plaza
Jean A. Celender, Mayor
Patricia O'Byrne, Clerk

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

1. In order to be valid, all bids must be properly signed and received by the Village by the time and date specified. DO NOT REMOVE ANY SHEETS FROM THIS BID DOCUMENT.
2. All bids must be priced per unit, if requested, as specified in the bid specifications. All prices in the proposal must be plainly stated in figures and words. In case of conflict, words will take precedence over figures. Any omissions, erasures, alterations, additions or items not called for in the itemized proposal, or containing irregularities of any kind, will invalidate the proposal.
3. The Village reserves the right to consider all bids submitted for a period of forty-five (45) days and no bidder will be permitted to withdraw his/her bid during the period. The bid will be awarded to the lowest responsible bidder whose bid complies with the conditions of the bid, provided his/her bid is reasonable and it is to the interest of the Village to accept it. The successful bidder will be notified at the earliest possible date. The Village reserves the right to reject any and all bids or any portion thereof and to waive any informalities in bids received whenever such rejection or waiver is in the best interest of the Village. The Village also reserves the right to reject the bid of any bidder who has previously failed to perform properly or complete on time work of a similar nature, who is not in a position to perform the work or who had habitually and with just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, employees or other business associates.
4. Bids must be accompanied by circulars, brochures, specification sheets and/or samples. Bidder must check each and every paragraph in the appropriate column on the right-hand edge of the paper as to compliance or non-compliance with specifications. Any deviation from specifications or the indicated brand shall be clearly stated and fully explained on "Explanation of Exceptions" sheet on Page 19 and by accompanying circulars, specification sheets or samples with submitted bid. Explanation of exception list shall refer to specification page number and paragraph. Failure to complete this information may result in rejection of the bid. The Village reserves the right to accept equals approved by the Village.
5. Purchases by the Village of Great Neck Plaza are not subject to any Federal, State or local taxes. Do not include any of these taxes when bidding or invoicing. Exemption Certificates will be furnished upon request.
6. Failure to deliver within the specified time may be cause of cancellation of the order and/or the removal of bidder's name from bidder's list.
7. All items delivered must be guaranteed against faulty materials and workmanship. Deliveries of incorrect or faulty items will be rejected and returned at vendor's expense.
8. Shipping terms will be considered F.O.B. destination and without charges for containers, packing, etc., unless specified in the bid and cost thereof quoted.

INCORPORATED VILLAGE OF GREAT NECK PLAZA

PURCHASE OF MULTI-SPACE METERS

INSTRUCTIONS TO BIDDERS (CONTINUED)

9. If the bidder is a corporation, the bid shall be signed in its correct corporate name by a duly authorized officer. If the bidder is a partnership, the bid shall be signed in the full name of the partnership by a duly authorized partner. If the bidder is an unincorporated business firm other than a partnership and a trade name is used, the bid shall be signed in the full trade name of the person(s) conducting the business.
10. The Village will make payment by check within thirty (30) days of receipt of a completed invoice and claim form for accepted multi-space meters and accessory product(s) purchased by the Village.
11. ADDENDA AND INTERPRETATION. No interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Every request for such interpretation should be made in writing addressed to the Village Clerk, Village of Great Neck Plaza, Village Hall, 2 Gussack Plaza, Great Neck, NY 11021 and/or faxed to (516) 482-3503 and to be given consideration must be received by 4:00 p.m. on May 5, 2016. Any and all such interpretations and any supplemental instructions will be in the form of a written addenda to the specifications which, if issued, will be faxed to the respective bidders furnished, and will be published in the *New York State Contract Reporter*, not later than three days prior to the date fixed for the opening of bids. All addenda so issued shall become part of the contract documents.

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

BID PROPOSAL FORM

Commissioner of Public Services
Great Neck Plaza, NY

Name of Bidder: _____

We understand that the Village of Great Neck Plaza is evaluating the purchase of between two (2) and four (4) new multi-space parking meter machines, either AC powered or solar powered, and is requesting a per unit price with this proposal. We propose to provide and install in the Village of Great Neck Plaza up to four (4) multi-space parking machines as fully described in the noted specifications set forth herein and fully described on the attached sheets that are an integral part of the bid, meeting in all respects the specifications relating thereto, for the bid unit prices noted herein:

The Undersigned proposes to enter into a contract in accordance with this proposal for the following stated sums:

ITEM

Purchase by the Village of Great Neck Plaza of a multi-space parking meter machine of up to 4 (four) meter machines

Total Bid in writing – Purchase of multi-space parking machines (AC powered)

_____ Dollars and _____ Cents for Pay Station Name _____ Model Number _____

Total Bid in writing – Purchase of two (2) multi-space parking machines (AC powered)

Total Bid (numerically) \$ _____

Total Bid in writing – Purchase of four (4) multi-space parking machines (AC powered)

Total Bid (numerically) \$ _____

Total Bid in writing – Purchase of multi-space parking machines (Solar powered)

_____ Dollars and _____ Cents for Pay Station Name _____ Model Number _____

Total Bid in writing – Purchase of two (2) multi-space parking machines (Solar powered)

Total Bid (numerically) \$ _____

Total Bid in writing – Purchase of four (4) multi-space parking machines (Solar powered)

Total Bid (numerically) \$ _____

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

BID PROPOSAL FORM (CONT'D.)

Date: _____

Firm Name: _____

(Corporate Seal)

By:

Signature _____

Telephone Number: _____

Title: _____

Email Address: _____

Street Address: _____

Facsimile Number: _____

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

SPECIFICATIONS

The Village of Great Neck Plaza is looking to purchase and install between two (2) and four (4) brand new, state-of-the-art multi-space meters with the capability of accepting coins, bills, as well as wireless or phone-based and contactless payment options. This system must have the ability to be managed and monitored remotely and be capable of operating in a Pay-by-Space environment.

Should a bidder not meet these specifications, please provide the item and the reason why on the last page of the specifications. Bidder shall provide an explanation why the alternate the bidder is providing is equal to or better than what is included in the specification.

I. Hardware

1. Cabinet and Pedestal

- Cabinet must be minimum 12-gauge zinc-coated cold rolled steel.
- Pedestal must be minimum 12-gauge zinc-coated steel with four locations for anchor bolt fasteners. Anchor bolts cannot be exposed outside the pedestal.
- Surface finish must be a powder-coating paint that is electronically charged and baked on.
- Pay station should be available in a range of custom colors upon request and with an option for customized decals.

2. Physical Security and Lock

- There must be separate compartments for maintenance and collections. There shall be no access to the money in the cash box when the pay station is open for maintenance or collections.
- Vandal-resistant with recessed hinges.
- Locks must have programmable keys. Optional electronic locks for maintenance and cash vault compartment doors.
- No locks can be exposed beyond the flush mount of the cabinet.
- Pay station must have vibration and shock sensing audible alarms.
- All pay station doors must be equipped with sensors that will send a notification, in real-time, to the back-office software alerting to doors being opened or closed.
- Cash Status, Audit Report, Stall Reports and Revenue Reports must all be printable at pay station without opening the cabinet door; password protection to reports is mandatory.

3. LCD Display

- The pay station must have a color LCD screen, which is easy to read in various lighting conditions.
- All instructions and rates are to be provided through the LCD display, eliminating the need for external signage. A separate sheet shall be provided describing the cost to the Village to effectuate rate changes.
- The screen must be recessed and protected by a clear, non-yellowing, non-breakable cover suitable for outdoor environment (e.g. Lexan or polycarbonate). Cover must be field-replaceable and watertight.
- The screen must be vandal-resistant, waterproof, and corrosion-resistant.
- The screen must be modular and easily unplugged and replaced with basic tools for easy servicing.

- The software must feature time of day controls to automatically switch to a high contrast mode to enable better reading in bright lighting conditions. These contrast settings must be selectable and allow for automatic changing from one to the other and back at predetermined times during the day.
- The LCD must have the ability to display at least five menu or rate options simultaneously.
- The LCD must be able to display a color graphic and/or photograph or message for a user-defined amount of time when the pay station is turned on.
- Prompts on the pay station must be user-configurable.

4. Keypad

- The pay station must have an alphanumeric, tactile feel keypad.
- When a key is pressed, an audible indication must be given to provide feedback to the consumer.
- The keypad must be vandal-resistant, waterproof and corrosion-resistant.
- The keypad must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The keypad will be used to turn on the pay station when it is in sleep mode. The pay station should be programmable to not be in sleep mode from 9 to 6 p.m. daily, but is acceptable to go into sleep mode due to inactivity for a 2-hour period.

5. Receipt/Ticket Cup

- The receipt/ticket cup must be protected by a sliding door.

6. Coin Slot

- The pay station should support an automatic coin shutter.
- Coin slot shall accept all U.S. coins through a single shot.

7. Coin Acceptor

- Must be capable of accepting all U.S. coins including, but not limited to, quarters and one dollar bills.
- All excess coins are to be channeled to a coin compartment for subsequent removal.
- Pay station must have a coin escrow to allow consumers to cancel the transaction at any time and have funds returned.
- Must reject fraudulent and foreign coins immediately through a coin return cup.
- Must be modular construction to allow for easy removal with basic tools.
- PLEASE NOTE: The Village will not be providing change in any of the multi-space meters.

8. Cash Vault Compartment

Coin Canister

- Coins must be held in a securely-locked stainless steel coin canister separate from the maintenance compartment.
- The coin canister must have a handle for quick and easy removal and must have a separate key to open it.
- The unit must have a self-locking mechanism upon removal and must have a separate key to open it.
- The unit must have a self-locking mechanism upon removal from the cabinet to ensure no access to coins.
- The coin canister must have a minimum capacity of storing 1,000 coins.
- Maintenance personnel without keys must not be able to remove the metal coin canister.
- The unit should support a built-in sensor that sends a notification to the back-office software indicating the unit's removal and insertion.

Bill Stacker

- Dollar bills must be held in their own metal vault separate from the maintenance compartment.
- The bill stacker must support a 1,000-note stacker.
- The bill stacker vault must have a handle to quickly and easily remove it. The unit must be self-sustaining and lockable. A separate key is required to open it.
- The unit should support a built-in sensor that sends a notification to the back-office software indicating the unit's removal and insertion.

9. Bill Acceptor

- The bill acceptor must be housed separate from the bill stacker vault.
- The bill acceptor must electronically accept U.S. \$1 bills. The ability to determine what bill is acceptable must be configurable in the back-office software and loaded into the pay station manually or remotely through a wireless connection.
- The bill acceptor must be four-way and accept bills in any direction (face-up or face-down).
- The bill acceptor must have an acceptance rate of 98 percent for street quality bills. All rejected bills must be returned.
- The bill acceptor must be programmable on-site for any new bank notes issued by the U.S. Mint.
- The bill acceptor must be modular and be easily unplugged and removed with few tools for easy servicing.
- Maintenance personnel must be able to clear bill jams without the use of special tools and without accessing the bill stacker vault within five seconds of opening the pay station.

10. Credit Card Reader, Smart Card Operations

The Village may decide that it desires the multi-space meters to accept credit cards and smart cards as a feature in the future. The unit must be capable of support this as an add-on item at a separate fee with the following specifications:

- The credit card (CC) reader must be flush-mounted with no part of the reader protruding outside the cabinet.
- The CC reader must only partially ingest the card thereby affording the consumer control of the card at all times.
- The CC reader must accept and process Visa, MasterCard, Amex, Diner's Card, Discover, Smart Card or any combination thereof, and must be configurable via back-office software. The Village may decide to not accept all of these credit cards, but the reader must be able to accept and process these CC's.
- The CC reader must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The CC reader must read Tracks 1, 2 and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811.
- The CC reader must read and write to chip-based Smart Cards conforming to ISO 7810 and 7816.
- The CC reader must be able to read and write to POM chip-based cards. If another card is proposed, the Village will have the right to accept or reject the proposed reader.

11. Transaction Process (Optional Item for Credit Cards and Smart cards, see Item 10. Above)

- Bidder-supplied software should provide management control and reporting of credit card process via Internet.
- System should allow both offline batch credit card processing and online real-time credit card processing.

- There should be a simple, one-step process to automatically transfer credit card data to the clearinghouse. No duplicate checks or transfer of data between files or spreadsheets should be required.
- Processing system or third party administration should allow for all fees to be paid by the user not the Village.
- The system must process and reconcile transactions with a PCI compliant credit card processor or gateway.
- The pay station must be PA-DSS validated.
- Credit card/smart card transactions that are declined should automatically populate a file of bad credit cards/smart cards to prevent future acceptance of bad credit cards/smart cards.
- Pay station must be capable of being used as a smart card reload station with the ability to check card balances, if and when credit cards and smart cards are accepted.
- Bidder-supplied management software should allow for manual entry of cards into a bad credit card/smart card file. Bad credit cards/smart cards should be prevented for use in any payment machine in the network.
- Bidders supplying parking equipment to the Village of Great Neck Plaza must meet the Payment Card Industry (PCI) Compliance standards as Service Provider and Payment Application Data Security Standards (PA-DDS) for all hardware and software proposed. All bidders must provide a letter from a Qualified Payment Application Security Professional (QPASP) or Visa confirming the successful completion of meeting the latest standards. Bidders must also appear on the Visa website to be current for both complaint Service Providers and validated Application Vendors. The provision of voluntary security scan reports and self-questionnaires as proof of compliance will not be acceptable. More details on these standards may be found at: www.pcisecuritystandards.org.

12. Printer

- The printer must be a high-quality thermal printer with a simple paper path and a reliable cutting edge.
- The paper roll must easily be removed and replaced in less than 60 seconds.
- The printer must be modular and be easily unplugged and removed with basic tools for easy servicing.
- Payment machine should allow report and receipt printing in the field. Payment machine should have capacity of producing at least 2,200 tickets/reports prior to replacing a print roll.

13. Receipt Paper

- The receipt paper must have the capability to be pre-printed with customized messages on the back and logo watermarks on the front of the receipt.
- The tickets must be heat, fade, curl-resistant and must be capable of being left on a vehicle dashboard for extended periods, even if Village does not have a pay and display model.
- Paper must be 100 percent recyclable.

14. Power Operation and recharging System

- The pay station must operate on battery power with an AC recharging system for the battery. Solar must also be an option should the Village desire it and is not able to hard-wire power to the units. Vendor must provide pricing for each option (AC and Solar powered).

- The battery must be a minimum of a 12 V 33Ah, sealed gel-cell. Describe battery support available in the AC power configuration. Include description on a separate sheet of paper included with the bid.
- A battery voltage check system must be integrated into the pay station cabinet and the voltage of the battery must be determined in less than five seconds either by accessing the pay station or by reviewing real-time updates on the Internet.
- The battery storage area must allow the battery to be removed and replaced in less than 60 seconds for servicing.
- Description of the pay station's unique power management capabilities. Include description on a separate sheet of paper included with the bid.

15. Electrical and Electronic Components

- All major components must be modular and be easily unplugged and removed with basic tools for easy servicing.
- All electronic connection plugs must be physically differentiated and must only fit one way.

16. Temperature Specifications

- The pay station must provide operated environments of -40° F to +140° F in AC operated unit with an optional heater.
- The pay station must provide operated environments of -4° F to +140° F in non-AC environments; up to 95% relative humidity (non-condensing).
- The pay station must provide option for heater that can operate on AC power for environmental conditions outside of the temperature range.

17. CPU/Black Box

- The CPU must be specifically designed for operation with the pay station.
- The CPU must be custom-designed, built, and supported by the manufacturer.
- The CPU must contain Flash memory that can record up to 10,000 transactions to allow data to be preserved when power has been removed.
- The CPU must not require a battery backup to preserve memory.
- The CPU must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The pay station must have a bad card maintenance list that can store up to 16,000 card numbers for offline processing.
- To enable seamless additional application integration, the pay station must operate on a standard industry platform or another non-proprietary-based operating system.
- The pay station must be able to automatically adjust its internal clock for Daylight Saving Time changes.
- The pay station must be able to be configurable to support multiple languages.
- All of the above may be viewed and modified remotely over the Internet.

18. Online Communication

- The pay station must be able to support CDMA or secure wireless network connection.
- All quoted communications options must be backed with a reference of a proven existing field installation where the communications method has been shown to be reliable. Provide information on a separate sheet of paper to be included with the bid.

II. Software

1. Payment Options

- The pay station must support the following payment options:
 - U.S. \$1 bills and be configured for each pay station.

- U.S. quarters and be configured for each pay station.
- Credit cards/Smart cards: If this option is installed, the type of credit cards accepted must be configurable for each pay station.
- Mobile phone and or device payment: The solution must have an option of paying for parking with a mobile phone and or PDA device in a Pay-by-Space deployment.
- The pay station must have the ability to allow for adding time to the existing time purchased in a Pay-by-Space deployment, except not if the maximum time has already been purchased.
- The consumer must be able to pay for any space from any pay station in the network provided the pay stations are online (communicating to the central server).

2. Pay-by-Phone or Mobile Device Integration

- The solution must have an option to pay for parking with a mobile phone and or device in a Pay-by-Space deployment. Bidder must identify which Pay-by-mobile phone and or device partners that it integrates with (and provide active references for each on a separate sheet of paper included with the bid) and the integration capabilities that such a partnership brings.
- If the initial payment was made at the pay station, the consumer must have the ability to add time through the mobile phone and or device, except not if the maximum time has already been purchased.
- If the initial payment was made through the mobile phone and or device, the consumer must have the ability to add time at the pay station, except not if the maximum time has already been purchased.
- If payment was made through the mobile phone and or device, the system must be able to notify the consumer through the mobile phone and or device prior to the expiration of the parking time, except not if the maximum time has already been purchased.
- For enforcement purposes, the enforcement officer must be able to print a report at a pay station for valid spaces paid for regardless if they were paid for at a pay station or by a mobile phone and or device.

3. Extend by Mobile Phone and Or Device

- The pay station and system shall enable consumers to receive text message (SMS) or email reminders of parking expiration on their mobile phone or device for transactions initiated at the pay station.
- When operating in a Pay-by-Space mode and when online credit card authorization is used, the system shall provide a means for consumers to extend parking transactions initiated at a pay station by sending a text message and or email from their mobile phone and or device.
 - Parking extensions of this nature shall be reflected in pay station stall or license plate enforcement report and information presented to enforcement devices and license plate recognition systems.
 - No pre-registration (web or telephone system) shall be required for consumers to benefit from text message or email reminders or extensions. They should be able to select this option by providing their mobile phone number or email at the pay station.
 - Parking extensions shall be charged to the credit card originally used at the pay station.
 - The text message or email sent by consumers to extend time must be simple and devoid of cryptic syntax. Ideally, the consumer should only have to send the

number of minutes to add to the parking session, except not if the maximum time has already been purchased.

4. Enforcement

- The Village of Great Neck Plaza has a mandatory requirement of integrating Pay-by-Space data from pay stations with the Village's current parking enforcement handheld system from T2. The bidder should identify at least three (3) active client installations where integrations to T2 handhelds are currently in place. Bidder shall provide these references on a separate piece of paper included with the bid.
- The central server system must be able to integrate with T2's handhelds of the Village for real-time stall information.
- In cases of a communication failure between the Village's T2 handheld and the pay stations, the enforcement officer (as a backup) must be able to do the following:
 - Generate Valid Stall Report within the entered stall range regardless of how (pay station or mobile phone and or device) and at which machine the spaces were paid for. The report must clearly display the expiration time for each valid space.
 - Generate an Expired Stall Report within entered stall range which clearly displays the spaces that have not been paid.

5. Management Software Capabilities

The management software must have the following capabilities:

- Ability to set up unlimited amount of pay stations at unlimited amount of lots (depending only on available computer memory).
- Password access at the pay station for collection and maintenance personnel.
- The ability to set sleep timer mode for the pay station.
- The ability to configure the pay station to operate in a Pay-by-Space (with a maximum of 99,999 stalls). The option of Pay-by-License Plate environment must exist for future options without changing any hardware.
- Enable/disable additional time to be added to paid stalls.
- Ability to configure credit cards that will be accepted, if this option is exercised.
- Ability to configure smart cards that will be accepted, if this option is exercised.
- Ability to configure contactless credit cards that will be accepted, if this option is exercised.
- Ability to configure magnetic stripe-based value cards that will be accepted, if this option is exercised.
- Ability to restrict payment types on a rate-by-rate basis.
- Enable online real-time credit card authorization (with Ethernet connection or 3G modem option).
- Enable a "Store and Forward" mechanism to process credit cards that are accepted, if this option is exercised. Credit card payments shall be accepted when online communications have been disrupted.
- Enable/disable issuance of a printed paid slip.
- Enable/disable issuance of a printed refund slip for cancelled payment.
- Allow a four-line custom message on introduction LCD screen.
- Allow for a color BMP image to be displayed on the pay station LCD screen.
- Allow a four-line custom message on the exit screen.
- Allow a four-line custom message on the receipt header.
- Allow a four-line custom message on the receipt footer.
- Allow a four-line custom message on refund receipt.

- Allow configuration of special stalls(in Pay-by-Space mode) for exclusion from transient parking on specified days and times.
- Allow for configuration of special stalls (in Pay-by-Space mode) for handicapped persons paying by an individual meter head at the stall.
- Allow for the remote upload of all rate and configuration parameters to the pay station via the central server at no charge as many times as the operator wishes.

6. Standard Rate Capabilities

Please confirm that the equipment provided can address the rates desired by the Village of Great Neck Plaza. Standard rate capabilities for the Village must include the following:

- Rates by the minute, hour, day, week and month.
- Special event pricing.
- Different values can be assigned to different hourly increments, if desired (for example, first hour at \$1.00, each additional hour thereafter at \$0.50).
- Progressive, regressive, flat, evening, early bird, and holiday rates or promotions (free).
- Programmable minimum and maximum time periods by stalls. Must be capable of handling different time maximum periods within a lot and by stall number and/or location or zone.
- Ability to preset special rate structures up to a year in advance.
- One-step uploads of bad credit card/smart card file.
- Incremental rates with minimum increment being five minutes.
- Ability to set a minimum credit card value for purchases (for example, credit card only for 4-hour maximum stalls).
- Rate descriptions must be user configurable up to 20 characters in length.
- The pay station must be able to display rates and instructions in multiple languages.
- Rates must have option to add up to two tax rates to the transaction price and these taxes must be itemized on the receipt and on management reports.

7. Management Reports

- Bidder shall provide sample of all reports to allow for evaluation of reporting features. Said reports shall be on separate paper included within the bid.
- The pay station must issue a report from the printer with the following information:
 - Machine serial number
 - Date and time of collection
 - Date and time of previous collection
 - Total amount of money in the collection
 - Total amount of bills by denomination
 - Total amount in coins
 - Total amount in credit card payments by credit card type
 - Total number of tickets issued
 - Total amount of refunds issued (cancellation of payment)
 - Pay station firmware version
 - Stall reports showing valid stalls, unpaid stalls, or paid since last stall report
- The pay station must issue a report with the history of the machine with the following information:
 - Audit details:
 - Date of the transactions with “from” and “to” parameters
 - Total deposits
 - Overpayments

- Total transactions
 - First transaction number
 - Last transaction number
- The pay station revenue detail must have the capability of providing the following information at the pay station:
 - Today's total
 - Last 24 hour total
 - Yesterday's total
 - This month's total
 - Last month's total
 - This year's total
 - Last year's total
 - 3rd year back
 - 4th year back
 - 5th year back
 - History since commissioning of any pay station
- In the back-office software, reports must be able to be generated based on the following information:
 - Transaction Date
 - Transaction Time
 - Payment Method
 - Rate
 - Pay Station Number
 - Credit Card Type

8. Remote Management

The Village of Great Neck Plaza would like the bidder to host remote management options. The capabilities provided through remote management must include the following:

A) Real-Time Reporting/Pay Station Configuration

Real-time reporting requirements must include the following:

- The pay station must provide the ability to generate all of the reports as listed under "report" above through any computer with an Internet connection using up-to-date real-time information.

Remote pay station configuration must include the following:

- The solution must allow for changes in the rate structure remotely from the office provided the pay stations are online.
- The solution must allow for other changes listed under "Management Software Capabilities" to be configured from a remote PC and capable of being uploaded to the pay station in real-time (with a maximum upload delay of five minutes) provided the pay station is online.

B) Real-Time Monitoring/Intelligent Dispatch

The pay station must provide the ability to monitor at a minimum the following parts and systems and communicate any malfunctions or supply requirements through email or mobile phone and or device:

Critical alarms:

- Alarm on
- Shutdown due to low battery power
- Shock from being bumped, tilted, or shaken

Major alarms:

- Coin jam
- Bill acceptor jam
- Bill acceptor unable to stack
- Battery voltage low
- Printer paper low
- Printer paper jammed
- Printer paper out

The alarms must be transmitted within 10 seconds of the event occurring at the pay station.

Monitoring:

Items without alarms that may be monitored on a secure Internet connection must include the following:

- Number of coins
- Number of bills
- Battery voltage levels
- Pay station temperature levels
- Pay station humidity levels

C) Real-Time Credit Card Authorization

The pay station must be able to provide, as an option, to have credit cards processed in real-time, and include the following.

- The unique authorization number received from the credit card clearinghouse and all fees must be clearly displayed on the receipt.
- The authorization number must be available in the back-office software to be used as criteria for credit card transaction searches.
- The pay station must be configurable to accept or not accept credit card payment in the event that the communication to the pay station becomes temporarily unavailable.
- Assuming adequate communication signals are in place, real-time credit card authorization must be completed with three seconds typically, and within 10 seconds maximum.
- For online credit card transactions, batch processing of the credit cards at the end of the day is not acceptable.
- The back-end system must allow partial and full refunds of credit card transactions.

D) Configuration Software must include the following:

- Enable manual updates and retrieval of information from each pay station using a portable device such as a USB key or external drive.
- Download of all configuration and rate table settings.
- Upload all transactional data from the pay station.
- The process to download/upload transactions must be easily done by on-site personnel.
- Bidder must demonstrate adequate security of data through password protection and layered levels of privileges.

9) Future Capabilities

Bidder may also identify features that will be available after the equipment is deployed, but descriptions should clearly state when features will be available for deployment and any hardware upgrades associated with such features. This information, if provided, shall be included in a separate page(s) that should be included in the bid.

TRAINING AND SUPPORT

Bidder shall provide training on an individual location basis, a group setting and online training are options as may be approved by the Village of Great Neck Plaza. The bidder shall provide additional training, if needed or requested online and or at prevailing rates throughout the length of the contract. Additional training shall be determined by the Village's need and provided based on practicality and reasonableness. Bidder shall provide a training program and online video sections for technicians and staff responsible for:

- Installation, start-up and maintenance of the pay stations.
- Coin collection.
- Programming rates, valid parking times, etc. through the management software.
- Monitoring the equipment.
- Date file collection, credit card file downloading, system monitoring and auditing, setup and maintenance of user account passwords, etc.
- Bidder shall provide a thorough outline of the training content and provide a training schedule for both software and hardware. The schedule shall include periodic refresher training (continuing education), including, but not limited to, emphasis on particular areas of the Village's choice and upgrades of software and/or hardware.
- The successful bidder shall provide a minimum of 8 hours of training at a designated Village of Great Neck Plaza facility for each Village technician to develop expertise in the maintenance and repair of their project, including, but not limited to:
 - a. Installation
 - b. Maintenance
 - c. Troubleshooting problems and repairs
 - d. Operations – programming, inventory and collections
- The bidder shall provide three (3) copies and one (1) digital copy of operating manual in English for installation, maintenance and use (complete with wiring diagrams and specifications) are to be provided at the time the pay stations are delivered.

AFTER SALES SUPPORT

The bidder must provide access to 24/7 telephone support, local, onsite support is also mandatory on an as needed basis. The bidder must outline what support options are made available and identify the local service provider who will support the Village’s account. This information shall be included on a separate sheet of paper and included in the bid.

REFERENCES

Bidder must supply at least five (5) active Tri-State area municipalities that are using the proposed pay stations and products. This information shall be included on a separate sheet(s) of paper and included with the bid.

PRICING

The Village of Great Neck Plaza will be considering more than price in determining the most advantageous solution. Bidder must include and itemize in the bid price every component or sub-system required for the payment machines to perform satisfactorily as a fully functioning system. Any software, hardware, cabling, communications connections, printer, paper, batteries, ribbons, lubricants, adapters or other item required for proper operation as a working network of machines must be included in the bid price.

Bidder shall identify and price any components that are recommended as “spare” or stocking repair parts or supplies to provide timely repairs for broken equipment. Bidder must identify an authorized provider for installation, repairs, service and warranty.

WARRANTY

The bidder guarantees for a period of a minimum of one (1) year from the date of receipt to repair and/or replace any part or modular component determined to be defective in material or workmanship under normal use and service at no additional cost to the Village.

Extended warranty options must be made available and outline within this proposal and bid.

Explanation Sheet for Specifications: List below specific item(s) where multi-space parking meter bid does not meet specification herein and explain why what the bidder is including is equal or better than what is included in the bid specification. Indicate this information in the space below.

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

STATEMENT BY BIDDER

It is understood and agreed that this bid and any contract awarded hereon shall be subject to provisions of Section 103-a of the General Municipal Law, which provides as follows:

103-a. Grounds for cancellation of contract by municipal corporations and fire districts.

A clause shall be inserted in all specifications or contracts made or awarded by a municipal corporation or any public department, agency or official thereof on or after the first day of July, nineteen hundred fifty-nine or by a fire district or any agency or official thereof on or after the first day of September, nineteen hundred sixty, for work or services performed or to be performed, or goods sold or to be sold, to provide that upon the refusal of a person, when called before a grand jury, head of a state department, temporary state commission or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

(a) such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that

(b) any and all contracts made with any municipal corporation or any public department, agency or official thereof on or after the first day of July, nineteen hundred fifty-nine or with any fire district or any agency or official thereof on or after the first day of September, nineteen hundred sixty, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation or fire district without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation or fire district for goods delivered or work done prior to the cancellation or termination shall be paid.

The provisions of this section as in force and effect prior to the first day of September, nineteen hundred sixty, shall apply to specifications or contracts made or awarded by a municipal corporation on or after the first day of July, nineteen hundred fifty-nine, but prior to the first day of September, nineteen hundred sixty.

Dated: _____

Firm Name: _____

(Corporate Seal)

By: _____

Signature and Title

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

NON-COLLUSIVE BIDDING CERTIFICATION

(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(B) A bid shall not be considered for award nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A), (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition. The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same item to other customers at the same prices being bid, does not constitute, without more a disclosure within the meaning of subparagraph (A).

Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in the above subdivision of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

This is to affirm, under penalties of perjury, that the above statements are true and correct.

Dated: _____

Firm Name: _____

(Corporate Seal)

By: _____
Signature and Title

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

CONTRACTOR'S ACKNOWLEDGEMENT

(If Corporation)

STATE OF NEW YORK)

SS:

COUNTY OF NASSAU)

On this ____ day of _____, 20____, before me personally came _____, to me known, and known to me to be the _____ of _____, the corporation described in and which executed the within instrument, who being by me duly sworn, did depose and say that he/she resides at _____ and that he/she is _____ of said corporation and knows the corporate seal of the said corporation; that the seal affixed to the within instrument is such corporate seal and that it was so affixed by order of the Board of Directors of said corporation and that he/she signed his/her name thereto by like order.

Notary Public

CONTRACTOR'S ACKNOWLEDGEMENT

(If Individual)

STATE OF NEW YORK)

SS:

COUNTY OF NASSAU)

On this ____ day of _____, 20____, before me personally came _____, to me known, and known to me to be the same person described in and who executed the within instrument and he/she duly acknowledged to me that he/she executed the same for the purpose herein mentioned and, if operated under any trade name, that the certificate required by the New York State Penal Law, Sections 440 and 440-b has been filed with the County Clerk of Nassau County.

Notary Public

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

**CONTRACTOR'S ACKNOWLEDGEMENT
(If Partnership)**

STATE OF NEW YORK)

SS:

COUNTY OF NASSAU)

On this ____ day of _____, 20____, before me personally came _____,
to me known and known to me to be a member of the firm of _____ and the
person described in and who executed the within instrument in behalf of said firm, and he/she
acknowledged to me that he/she executed the same in behalf of, and as the act of said firm for the
purposes herein mentioned and that the certificate required by the New York State Penal Law, Sections
440 and 440-b has been filed with the County Clerk of Nassau County.

Notary Public

**INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS**

CERTIFICATE OF AUTHORITY

I, _____ certify that I am the _____
(Officer other than officer executing proposal documents) (Title)
of _____ (the "Contractor") a corporation duly organized and in good
(name of contractor)
standing under the _____ named in the
(law under which organized, e.g. the New York Business Corp. Law)
foregoing agreement; that _____ who signed said
(person executing bid proposal)
agreement on behalf of the Contractor was, at the time of execution
_____ of the Contractor; that said agreement was duly signed for and in behalf of
said Contractor by authority of its Board of Directors, thereunto duly authorized, and
that such authority is in full force and effect at the date hereof.

Date: _____

(Corporate seal)

By: _____
Signature and Title

STATE OF NEW YORK)

SS:

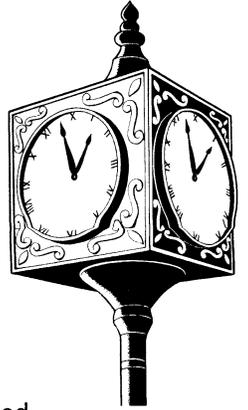
COUNTY OF NASSAU)

On this ____ day of _____, 20 ____, before me personally came _____,
to me known, and known to me to be the _____ of the corporation
described in and which executed the above certificate, who being by me duly sworn did depose and say
that he/she resides at _____, and that he/she is
_____ of said corporation and knows the corporate seal of said
corporation; that the seal affixed to the above certificate is such corporate seal and that it was affixed by
order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like
order.

Notary Public

Village of Great Neck Plaza, Inc.

GUSSACK PLAZA • P.O. BOX 440 • GREAT NECK, NY 11022 • (516) 482-4500 • FAX (516) 482-3503



Please be advised that the Village of Great Neck Plaza is issuing today, May 6, 2016, the attached Addendum No. 1 to clarify a question received regarding the bid package for Contract #April2016-01, Bid Purchase of Multi-Space Meters.

Question 1: Should vendor provide pricing per unit for 2 & 4 meters or total cost in numerical section?

Response to Question 1: The Village is attaching a revised BID PROPOSAL FORM which must be used instead of the one provided with the initial bid package. As indicated in the revised form, the Vendor must provide the total purchase price for 2 meters and the total purchase price for 4 meters, both for AC powered units and for solar powered units. This will provide four purchase options to the Village. Prices must be specified both in number form and in word form.

ADDENDUM NO. 1

INCORPORATED VILLAGE OF GREAT NECK PLAZA
PURCHASE OF MULTI-SPACE METERS
CONTRACT #April2016-01

BID PROPOSAL FORM

Commissioner of Public Services
Great Neck Plaza, NY

Name of Bidder: _____

We understand that the Village of Great Neck Plaza is evaluating the purchase of between two (2) and four (4) new multi-space parking meter machines, either AC powered or solar powered, and is requesting a per unit price with this proposal. We propose to provide and install in the Village of Great Neck Plaza up to four (4) multi-space parking machines as fully described in the noted specifications set forth herein and fully described on the attached sheets that are an integral part of the bid, meeting in all respects the specifications relating thereto, for the bid unit prices noted herein:

The Undersigned proposes to enter into a contract in accordance with this proposal for the following stated sums:

ITEM

Purchase by the Village of Great Neck Plaza of a multi-space parking meter machine of up to 4 (four) meter machines

A. Purchase of multi-space parking machines (AC powered)

Pay Station Name _____ Model Number _____

For the purchase of two (2) multi-space parking machines (AC powered)

Total Bid in writing _____ Dollars and _____ Cents Total Bid (numerically) \$ _____

For the purchase of four (4) multi-space parking machines (AC powered)

Total Bid in writing _____ Dollars and _____ Cents Total Bid (numerically) \$ _____

B. Purchase of multi-space parking machines (Solar powered)

Pay Station Name _____ Model Number _____

For the purchase of two (2) multi-space parking machines (Solar powered)

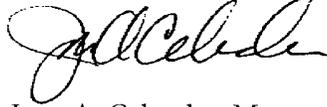
Total Bid in writing _____ Dollars and _____ Cents Total Bid (numerically) \$ _____

For the purchase of four (4) multi-space parking machines (Solar powered)

Total Bid in writing _____ Dollars and _____ Cents Total Bid (numerically) \$ _____

Sincerely,

Village of Great Neck Plaza, Inc.



Jean A. Celender, Mayor

THIS ADDENDUM IS NOW PART OF THE CONTRACT DOCUMENTS. TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM, PLEASE SIGN BELOW AND IMMEDIATELY FAX BACK TO US AT (516-482-3503), AND ALSO ATTACH AN ORIGINAL ADDENDUM ACKNOWLEDGEMENT TO THE BID AND SUBMIT IT WITH YOUR BIDDING DOCUMENTS.

BIDDER SIGNATURE: _____

FIRM REPRESENTING: _____

DATED: May 6, 2016