



**REQUEST FOR QUOTATION**  
Parking and Revenue Control System (PARCS)  
Sawyer International Airport

The County of Marquette, Sawyer International Airport seeks QUOTES from qualified firms for a Parking and Revenue Control System (PARCS) for the Sawyer International Airport terminal parking areas. Quotes must be submitted in a sealed envelope stating, "**PARCS QUOTE for SAWYER INTERNATIONAL AIRPORT**" using the **required Proposal Form**, no later than 10:00 a.m. local time, January 11<sup>th</sup>, 2020 at which time quotes will be publicly opened and read aloud. Quotes shall be submitted to Sawyer International Airport and Business Center, 125 G Avenue, Gwinn, MI 49841. The Proposal Form and complete Specifications may be found at <http://www.sawyerairport.com/business>.

**OPTIONAL PRE-PROPOSAL MEETING**

An optional pre-proposal meeting will be conducted at 1:00 p.m. local time on December 14<sup>th</sup>, 2020. The meeting will commence virtually via Zoom Online Meetings. All those requesting to attend this meeting must email [dduray@mqtco.org](mailto:dduray@mqtco.org). Prospective proponents will have the opportunity to visit the project site after the pre-proposal meeting by appointment only. Please contact Duane DuRay via email at [dduray@mqtco.org](mailto:dduray@mqtco.org) to arrange a site visit to limit large gatherings. Please be sure to have a representative of your company present at the meeting (virtually) if you have any interest in providing a quote for this project.

**SCOPE OF THE WORK**

The project consists for the phased removal of the existing, and installation of a new **PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)** and related parking lot improvements for the paid-passenger parking lot at Sawyer International Airport.

1. Contractor shall remove the existing system, machines, underground connections, and all current system equipment and materials.
2. Contractor shall properly dispose of and haul away any unused materials and debris.
3. Contractor shall remove and dispose of all trash from work site.
4. Contractor will install new PARCS system and related parking lot improvements.
5. Contractor shall clean area and restore any additional areas disturbed by project activities to the original condition.
6. Workmanship shall be of professional quality, neat, straight, etc.

**Liability:** Vendor shall be liable for damage and/or injury caused directly or indirectly by the vendor or any of its subcontractors.

## PROJECT REQUIREMENTS

1. All work shall be accomplished in accordance with all applicable Federal, State and local codes.
2. Work shall be completed by workers accredited by State of Michigan.
3. The contractor shall be responsible to acquire all permits required for the project.
4. Workmanship and materials to be warranted for one year from project completion.
5. The contractor shall comply with the following County Policy.

### *XV. Prevailing Wage on Construction Contracts*

*The advertised specifications for every contract in excess of \$25,000 to which the County of Marquette is a party, for construction, alteration, and/or repair, including painting and decorating of public buildings or public works in or for the County of Marquette, and which requires or involved the employment of mechanics and/or laborers, shall contain a provision stating the minimum wages to be paid the various classes of laborers, shall contain a provision stating the minimum wages to be paid the various classes of laborers and mechanics that shall be based upon the wages determined by the Secretary of Labor to be prevailing for the corresponding classes of Laborers and mechanics employed on projects of a character similar to the contract work in or in the vicinity of the County of Marquette. Every contract based upon specifications referred to shall contain a stipulation that:*

1. *Contractor or his subcontractor shall pay all mechanics and laborers employed directly upon the site of the work, unconditionally and not less often than once every two weeks, and without subsequent deduction or rebate on any account, the full amount accrued at the time of payment, computed at wage rates not less than those stated in the advertised specifications, regardless of any contractual relationship which may be alleged to exist between the contractor or subcontractor and such laborers and mechanics;*
2. *The scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work.  
There may be withheld from the contractor so much of accrued payments as may be considered necessary by the County Administrator to pay laborers and mechanics employed by the contractor or any subcontractor on the work for the difference between the rates of 215:10 wages required by the contract and the rates of wages received by such laborers and mechanics except those mounts deducted or refunded pursuant to the terms of P.A. 166 of 1965 (MCL 408.551 to 408.558) and interpretations thereof.*
3. *The overtime pay to which a laborer or mechanic working on the contract is entitled shall be that overtime pay to which he is entitled by any agreement he may have made with the contractor or subcontractor or by any applicable provision of law, but in no event shall such amount be less than the prevailing wage in Marquette County for such overtime.*
4. *The overtime pay to which a laborer or mechanic working on the contract is entitled shall be that overtime pay to which he is entitled by any agreement he may have made*

*with the contractor or subcontractor or by any applicable provision of law, but in no event shall such amount be less than the prevailing wage in Marquette County for such overtime.*

Only the items on the proposal form will be payable items. Respondents should include all mobilization, labor, equipment, materials, travel, etc. under each item.

Conditional proposals will not be accepted. All questions submitted in writing by December 14<sup>th</sup>, 2020 and will be answered by addenda by December 21<sup>st</sup>, 2020. Questions may be submitted by facsimile or e-mail.

## **FEDERAL/STATE REQUIREMENTS**

This project is funded by a federal grant, which requires all bidders to supply the following information.

Each bidder must complete the forms and/or comply with all requirements listed below that are included with this RFP.

- Certification Trade Restriction
- Certification Regarding Lobbying
- Bid Protest/Dispute Procedures
- MDOT Federal Requirements
- Buy American Preference
- Tax Delinquency and Felony Convictions Certification Requirements
- FAA General Provisions
- Marquette County Special Provisions
- MDOT Special Provisions

## **CONTACT PERSON**

Duane R. DuRay, Director of Operations/Airport Manager  
Airport Services Center  
125 G Avenue  
Gwinn, MI 49841  
Phone: (906) 346-3308, ext. 3138  
Facsimile: (906) 346-3309  
dduray@mqtco.org

## **SCHEDULE OF EVENTS**

November 30 <sup>th</sup> , 2020	RFP issued to Vendors
December 14 <sup>th</sup> , 2020	Optional Pre-Proposal Meeting
December 21 <sup>st</sup> , 2020	Questions from Vendors due (written only)
December 28 <sup>th</sup> , 2020	Addendum issued (If required)

January 11<sup>th</sup>, 2020

DUE DATE FOR RFQ (by 10:00am EST; Bid Opening Immediately After)

*Responses received after the deadline cannot be considered and if mailed, will be returned unopened.* The County is not responsible for delays occasioned by the US Postal Service, the internal mail delivery system of the county, or any other delivery method employed by the Vendor.

**SUBMISSION:** Submit five complete sets of documents.

**METHOD OF SUBMITTAL:** By mail or delivered in person.

January 11<sup>th</sup>, 2020 Opening of Quotes. January 11<sup>th</sup>, 2020 10:00am

Although every effort will be made to follow this schedule, the County reserves the right to modify the dates as necessary and to accommodate special circumstances. All RFQ's are due by the time specified. Any RFQ received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive.

## **GENERAL CONTRACTUAL INFORMATION AND INSTRUCTIONS TO BIDDERS**

The County of Marquette is requesting your consideration to participate in our Request for Quote (RFQ). This section lists basic information and instructions. All Vendors are expected to read this section thoroughly to ensure full understanding of the conditions which responses should be made. Thank you for the time and effort you put forth in responding. We sincerely look forward to hearing from your company.

**QUESTIONS:** Vendors are asked to examine this RFQ upon receipt. If necessary, Vendors should make a written request for interpretation or correction of any ambiguity, inconsistency or error discovered. All questions or clarifications shall only be directed in writing via mail, fax or e-mail to Duane DuRay, Director of Sawyer Operations, before the designated deadline for written questions. Questions received after this date may not be responded to. Any contact or attempt to contact any other employee of the County regarding this RFQ may result in the immediate disqualification of the Vendor. Oral and other interpretations or clarifications will be without legal effect. Only questions answered by formal written addenda will be binding.

**ADDENDA:** Questions will be responded to in the form of written addenda to all vendors. It shall be the responsibility of each Vendor, prior to submitting their quote, to determine if addenda were issued. Addenda will be notified electronically to the designated contact on the Mandatory Pre-Proposal Meeting. All addenda issued shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Quote Signature Page.

**NON-RESTRICTIVE SPECIFICATIONS AND VENDOR ALTERNATES:** Specifications are intended to define the general level of quality and performance of this purchase and not to restrict competition. Vendors may offer one or more alternates with lesser or greater features, however the County reserves the right to make its selection based on the best interest of the County. Vendors offering alternates shall submit, with their quote, an itemized comparison with this specification, documenting equivalence for quality, performance, etc. ALL SUCH

ITEMIZED LISTS SHALL BE PRESENTED IN THE EXACT SAME ORDER AS THE COUNTY SPECIFICATIONS AND SHALL BE IDENTIFIED AS SUCH. Failure to identify exceptions or deviations in this manner may be a basis to declare the quote as non-responsive. If in your opinion, any of the specifications, terms and conditions of this RFQ prevents you from offering a quote, consideration will be given to a Vendor's request for change.

**QUOTATION EVALUATION PROCEDURE:** An evaluation team, comprised of County Administration, Airport Personnel, and IT Staff will evaluate and select the low, responsible and responsive quote they feel best meets the needs of the County. A supplier's submission of a quotation constitutes their acceptance of the evaluation technique and their recognition and acceptance the evaluators will use their judgment in making a determination. Final selection and award will be granted by the Marquette County Board of Commissioners.

**AWARD NOTICE:** After an award is made, a quotation tabulation summary will be available by request from Duane DuRay, Director of Operations or available on the Sawyer International Airport's website, minutes from the Board of Commissioners. Quotation results **will not be given** over the telephone.

**APPEALS PROCESS:** Protest of this award or recommendation of award shall be made in writing and received in the Airport Service Center within 72 hours after the posting of intent to award and evaluation tabulation. A written protest must contain a specific legal basis for appeal, precise statements of the relevant facts, an identification of the issue to be resolved and authorities in support of the protest. Appeals not containing the necessary information or not filed on a timely basis shall be rejected. Appeals shall be addressed to the Director of Operations.

**TIME SCHEDULE:** The work shall be completed within 90 days of notification to proceed.

**TERMINATION OF CONTRACT:** The County may terminate the resulting contract at any time by a notice in writing from the Director of Operations to the Vendor. If the County terminates the contract with the Vendor, the Vendor shall be entitled to receive payment for work completed up to the date of notice.

**REFERENCES:** Vendors are to include a list of three (3) municipalities, airports, or customers to be used as references. These references should be current customers utilizing services similar to those requested. The County may make such investigation as is necessary to determine the ability of the Vendor to fulfill service requirements.

**INSURANCE DOCUMENTS:** Respondents must be able to meet the County of Marquette's insurance standards as set forth in the attached description of required coverage, Addendum to Contract.

**FORM OF RESPONSE/COMPLETE INFORMATION:** Prospective bidders shall submit the following items by mail or in person in a sealed envelope, which identifies the proponent and states "PARCS QUOTE for Sawyer International Airport" on the outside of the envelope by January 11th, 2020, by 10:00am, local time when they will publicly open and read aloud.

Proposals must be delivered to: Airport Services Center, 125 G Avenue, Gwinn, Michigan 49841.

Failure to enclose all necessary attachments by the time the quotations are opened may disqualify the Vendor from being awarded the contract.

1. Bid bond or certified check for 1% of bid amount, made payable to County of Marquette.
2. Verifiable experience on projects of similar size and scope. Submit project information and contacts for 2 to 3 projects.
3. Proof of ability to meet County of Marquette professional liability insurance requirements. Submit a copy of current insurance certificate.
4. Proposal response form with lump sum not-to-exceed price for providing the labor and materials described in this RFQ.

## **PAYMENTS TO CONTRACTOR**

Invoices may be submitted monthly. Retainage shall be 5% until completion. Owner may reduce retainage if completed work and schedule is satisfactory. Invoices should follow proposal format.

## **SELECTION**

The County of Marquette will award the work to the firm having the combination of price, qualifications, experience, and equipment to best meet the needs of the County. The County reserves the right to reject any or all proposals and to wave irregularities in the proposals.

Selection will be based upon the following criteria (100 points total):

- .1 Value to the owner. 15 points
  - .2 Ease of troubleshooting and repairs. 15 points
  - .3 Fulfillment of specifications. 15 points
  - .4 Operating costs. 10 points
  - .5 Maintenance costs. 10 points
  - .6 Initial cost. 10 points
  - .7 Proximity card compatibility. 10 points
  - .8 Additional features not specified. 5 points
  - .9 Extended warranty or Service contract cost. 10 points
1. The Owner may shortlist the highest ranked proposers based on the scoring outlined above and request oral presentations from shortlisted Vendors. These presentations will provide an opportunity for the Vendor to respond to questions posed by the Evaluation Committee and to clarify their proposals. The Owner will not reimburse for oral presentation or any other Vendor costs.
  2. The award will be made to the Vendor that submits the best overall proposal as determined by the Owner.

The alternate bid items 01 - 05 will be evaluated for the cost/benefit to Marquette County and the system end users. See Section 5 Bid Requirements.

## MISCELLANEOUS CONDITIONS:

- **RIGHT TO ACCEPT/REJECT:** The County reserves the right to accept or reject any or all quotations or to waive any technicality, and accept any quotation deemed to be in the best interests of the County.
- **RIGHT TO AWARD ALL OR A PORTION:** The County reserves the right to award all or a portion of this request to one or more Vendors on a line item basis. Vendor to indicate any additional discount allowed for award of entire order.
- **FINANCIAL COMMITMENTS:** All financial commitments by the County are subject to the availability of funds approved by the Marquette County Board of Commissioners.
- **INCURRING COSTS AND RESERVE RIGHT TO CANCEL:** The County will not be responsible for any expenses incurred by any vendor in the development of a response to this RFQ, including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the County and/or its representatives. Further, the County shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the County Commissioners have formally accepted a recommendation.
- **RIGHT TO CANCEL:** The County reserves the right to cancel this agreement and any resulting agreement at any time with 30 days written notice.
- **FIRM PRICING:** Offered prices shall remain firm for a minimum of **90 days** after the due date of this solicitation to allow evaluation and award determination, unless indicated otherwise. Once awarded, prices shall remain firm for the duration of the contract. Prices **MUST** also be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the quotation.
- **STATUTORY INFORMATION:** Any purchase agreement resulting from this RFQ shall be construed in accordance with the laws of the State of Michigan. Any litigation between the parties arising out of, or in connection with the contract shall be initiated either in the court system of the State of Michigan or the U.S. District Court for the Western District of Michigan.

All project participants, consultants, engineers, and vendors, must comply with all applicable Federal, State and local laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted quotations are revocable if contrary to law.

It shall be understood any quotation and any/all referencing information submitted in response to this RFQ shall become the property of the County and will not be returned. The County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee information will not be made public. As a governmental entity, the County is subject to making records available for disclosure.

- **NONDISCRIMINATION:** In connection with the performance of work under this agreement, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation,

sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

- **ASSIGNMENT OR SUBCONTRACT:** Neither party shall assign any right or interest, nor delegate or subcontract any obligation owed without the written consent of either party.
- **INDEPENDENT CONTRACTOR STATUS:** The contractor agrees it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.
- **NON-COMPLIANCE:** Submission of a quotation constitutes confirmation your firm is not presently on any lists for non-compliance with any requirements, including equal opportunity and/or affirmative action.

**PATENT INFRINGEMENT:** The seller shall indemnify and hold harmless the County of Marquette and all persons acting for or on their behalf from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment, or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at its expense, and as the agencies may elect, replace such material, equipment or apparatus with non-infringing material, equipment, or apparatus, or remove the material, equipment, or apparatus, and refund the sums paid therefore.



**MARQUETTE COUNTY, SAWYER INTERNATIONAL AIRPORT  
Parking and Revenue Control System (PARCS)**

WHEREAS, the County wishes to remove and install a new PARCS System located at Sawyer International Airport, 225 Airport Avenue, Gwinn, MI 49841, and wishes to retain the services of the Contractor to accomplish the following work:

**SCOPE AND NATURE OF WORK**

The contractor shall provide all labor, tools, materials, equipment, transportation, and all incidental supplies necessary to complete the work as listed.

- 1 **DOCUMENT LIMITATIONS:** While every effort has been made to ensure the accuracy and completeness of the information in this RFQ, the County recognizes the information is not exhaustive of every detail and all work and materials may not be expressly mentioned in document. Therefore, it is the Vendor's responsibility to include in their quotation all requirements necessary for the full and faithful performance of the requested goods/services in accordance with the objectives of the County. The goods/services offered shall be complete in every respect inclusive of all design, components, and recommendations for auxiliary equipment, and required maintenance or licensing, etc.
  
- 2 **LOCATIONS:**
  - a) Worksite- The worksite location is Sawyer International Airport, 225 Airport Avenue, Gwinn, Michigan. The location has three entrance and two exit lanes, a cashier's booth, an office area inside the terminal with a fiber-optic Ethernet network node, and a location inside the airport terminal for pre-pay-before- exiting (Pay-On-Foot or POF) station. Lanes can be entered or exited by staff through remote controllers with current system.
  - b) Additional Worksite Locations- Server, workstation, software, and network communications equipment installation may be required and installed at the parking lot, airport terminal, and/or Airport Service Center, and designed to work remotely via computer access.
  - c) Parking Lot Layout- Airport parking lot and locations will be viewed during the mandatory pre-proposal meeting. The Vendor is responsible for determining exact dimensions and conduit locations prior to submittal of RFQ.
  - d) Existing Equipment- Existing equipment includes but is not limited to entrance gates(3), exit gates(2), POF station (1), cashier's booth (1).
  
- 3 **QUALIFICATIONS:**
  - a) Manufacturer- These general qualifications pertain to the equipment and software manufacturers. It is important to note that both cloud-based and non-cloud based systems will be considered. It is the responsibility of the vendor/company to describe the system specifications in detail.

1. In continuous operation for previous 5 years producing equipment and software of a similar nature to that included in quote.
  2. Continued production of replacement parts for quoted equipment.
- b) Vendor- These general qualifications pertain to the equipment and software vendor.
1. In continuous operation for previous 5 years selling and servicing parking systems.
  2. Authorized dealer of quoted brands for previous 3 years.
  3. Field service department able to perform onsite repair or replacement of equipment and software.
- c) Installers- These general qualifications pertain to the equipment and software installers.
1. Minimum of 3 years of experience in all aspects of parking system installation.
  2. Licensed and certified to perform required installation tasks.

#### 4 **BID REQUIREMENTS:**

- a) Price Quote- Submit six price quotes.
1. **Base Bid:** A comprehensive price quote for a turnkey system inclusive of all aspects of this document except for a POF station and a note recycler at either exit lane pay stations.
    - i. The PARCS (System) shall include a separate computer located in a location to be determined by airport personnel.
    - ii. The PARCS system shall be provided that is a combination of current and Next Generation of Parking Technology, so as to ensure that system operating software, hardware, and related components will not expire or be considered outdated within ten (10) years from the date of final acceptance.
  2. **Bid Alternate 01:** Submit a price quote for the addition of a note recycler at the same turnkey system inclusive of all aspects of this document.
  3. **Bid Alternate 02:** Submit a price quote for the addition of a POF station within the commercial air carrier terminal with and without a note recycler.
  4. **Bid Alternate 03:** Submit a price quote for the installation of hardware and software compatible with the existing 26 bit proximity card system.
  5. **Bid Alternate 04:** Optional Extended Warranty- Provide a separate price quote for extended warranty services. Extended warranty term to include all parts, travel expenses, and labor for two year terms.
  6. **Bid Alternate 05:** Optional Service Contract- Provide a price quote and terms for all vendor service contract programs. Service contract term to be 1 year.
- b) Bid Submittals- All submitted documents must be printed. Submit 5 copies of each document listed below:
1. Submit a listing and specifications for all equipment included in the quoted price. Include equipment dimensions; power and load requirements; communication requirements; operating temperature range; and any certifications or ratings. Ensure information is included describing if the system is cloud-based or non-cloud based. Describe the back-up program for the system.
  2. Submit list of exceptions taken to this document.
  3. Submit a listing of additional features included but not required by this document.
  4. Submit information regarding system compatibility with owner's existing proximity card inventory.

5. Submit a proposed equipment and detection loop layout.
6. Submit current cost of ticket stock, RFID tags, and proximity cards required for the system.
7. Submit database, control, and camera NVR server requirements and recommendations.
8. Submit samples of tickets, reports, screenshots, photos, brochures, maintenance, and other items helpful to the evaluation of proposals.
9. Submit information regarding the following topics:
  - .i Transient parkers.
  - .ii Validated visitor parkers.
  - .iii Non-validated visitor parkers.
  - .iv Contract or monthly rate parkers.
  - .v Multiple rates.
  - .vi Lost tickets, RFID tags, or proximity cards.
  - .vii Procedure for collecting and reconciling manual cash collection from all pay stations.
  - .viii Mobile Payments Interface. Describe in detail your system for a mobile application:
10. Submit complete warranty terms and conditions for all equipment and software.
11. Submit complete licensing terms and conditions, including software upgrades.
12. Submit telephone and email support options for in-warranty and out of warranty equipment and software.

- c) Optional Replacement Components- Provide a listing of common replacement components, with individual bid cost and recommended stock quantities for each.
- d) Infrastructure Alterations- Provide a detailed listing of any infrastructure changes necessary to support the installation and/or operation of system equipment.
- e) Exceptions- Provide an all-inclusive list of any and all exceptions or substitutions taken to any part or parts of these specifications. Identify specification number and provide details about exceptions and alternate solutions proposed.

**5 SCOPE:**

- a) Limitations- The scope section is general in nature, and is not intended to give specific guidance for every task, or cover all that will be expected and required of the contractor.
- b) Contract Submittals- Work shall not commence until all submittals are approved by the Sawyer Operations Director and/or designee. Prior to starting any work, vendor shall provide the following:
  1. Equipment layouts.
  2. Wiring diagrams and equipment power requirements (cloud and non-cloud based)
  3. Work schedules.
  4. Traffic control plan.
  5. Testing plan.
  6. Training plan.
  7. Transition plan.
  8. Requirements of server equipment to be provided by owner.

9. Proof of PCI DSS 3.2 compliance. Provide manufacturer's PCI secure implementation guide.
  10. Vendor shall provide initial PCI DSS certification and proof of PA DSS compliance.
- c) Liability- Vendor shall be liable for damage and/or injury caused directly or indirectly by the vendor or any of its subcontractors.
  - d) Insurance- Vendor to supply Proof of Insurance and bonding as required by the County of Marquette. The County of Marquette shall be listed as "also insured" on the vendor's policy.
  - e) Protection- Vendor shall provide proper work zone and ramp patron protection. Work zone signage shall be provided by the vendor, and shall be shown on the traffic control plan.
  - f) Traffic Control- Vendor shall provide traffic control measures as shown on the approved traffic control plan. Vendor shall provide and maintain all signage and lane channeling devices.
  - g) Provided by Vendor- Vendor shall provide and install a complete and functional system that shall conform to all specifications contained within this document.
    1. All equipment, software, installation, planning, management, coordination with owner, permits, training, testing, and commissioning.
    2. Equipment in conformance with section 10-Equipment General Requirements and section 11- Specific Equipment Requirements for three (3) entrance lanes and two (2) electronic-payment only exit lanes. Server computer hardware with SQL Database.
    3. Equipment provided shall be all new current model offerings. Software shall be the latest version.
    4. Routers/switches at each parking gate.
    5. Windows® 10 or higher compatible reporting, monitoring, control, camera, and intercom software. Furnish 5 client licenses for all software components and apps. OR compatible software/compatibility.
    6. Copies of all licenses, registrations, documentation, disks and other media as may have been included with those commercially available software packages provided with system.
    7. Ensure that all licenses, registrations and warranties have been transferred to Owner prior to final software turnover.
    8. Parking equipment network components and cabling at parking lot.
    9. Intercom system at each device; including live two-way conversation to attendant mobile phone. Include all equipment and software.
    10. Camera system at each device; including camera control, live and recorded camera images to monitoring system. Include all equipment and software.
    11. Uninterruptible power sources (UPS) for data server, network video recorder (NVR), and network Vendor shall provide a complete and functional interconnection with any owner supplied equipment.
    12. Control and network wiring using existing and/or owner installed raceways.
    13. New fasteners and control wiring junction boxes where needed. Fasteners and junction boxes shall be stainless steel.

14. Any special tools necessary for servicing or operation of equipment.
  15. 5 enclosure common keys and 1 administrative key for each piece of parking equipment.
  16. Labor for submittals, planning, equipment installation, software installation, setup, testing, and training.
  17. Provide as-built drawings, operating manuals, maintenance manuals, and training sessions as specified herein.
  18. Provide a list of all TCP/IP devices with each device's IP address and general description of the installation location.
  19. Infrastructure modifications not listed with bid.
  20. Printed results for each test required herein.
  21. All new in-pavement vehicle detection loops. Includes wet sawing, drilling, loop wire, sealant. At this time, there are no known failed detection loops.
- h) Provided by Owner – Where necessary, owner shall provide the following:
1. Electronic payment processing.
  2. One optical-fiber Ethernet connection to parking ramp equipment and/or cloud-based system required equipment.
  3. Final guide signage depicting pay station locations and instructions.
  4. Additional lighting at pay stations.
  5. Heated enclosures for pay-on-foot station.
  6. Infrastructure alterations listed with bid.
  7. New or existing power and control wiring conduits.
- i) Infrastructure Alterations- Infrastructure modifications necessary for the system installation shall be performed as approved by the Airport Management. Raceways, supports, and in-pavement vehicle detection loops are not considered infrastructure modifications. They are included in the bid price.

## 6 CONFORMANCE AND CERTIFICATION:

- a) Conformance- Equipment, wiring, and installation shall conform to all applicable standards and regulations of the agencies listed below. Specific standards are specified within this document.
1. NEMA (National Electrical Manufacturer's Association)
  2. NFPA 70 (National Fire Protection Association Electrical Code)
  3. IEC (International Electro-Technical Commission)
  4. TIA (Telecommunications Industry Association)
  5. EMV (EMV payment card standard)
  6. PCI DSS (Payment Card Industry Payment Security Standard)
  7. PA DSS (Payment Application Data Security Standard).
  8. IEEE (International Electronic Engineering Society)
  9. UL (Underwriter's Laboratory)
  10. CE (*Conformité Européenne*)
  11. FCC Federal Communications Commission
  12. National, Michigan, and County of Marquette laws and ordinances
- b) Certification- Equipment certifications and testing to be provided by UL, CE, or other testing agency approved by the County of Marquette.

**7 PERMITS:**

- a) General- Any required state and local general permits will be obtained by Vendor.
- b) Installer- Any required state and local installer permits will be obtained by the vendor, at the vendor's expense. The County of Marquette and Sawyer International Airport will provide any necessary assistance and documentation required to obtain permits.

**8 APPROVALS:**

- a) Location- Equipment, raceway, and wiring installation locations require prior approval of the Airport Management. Detailed layout diagrams must be provided prior to installation.
- b) Quality- All equipment and materials provided require prior approval of the Airport Management
- c) Final System- Inspection and testing of the completed installation shall be performed by County of Marquette personnel from various departments.
- d) Non-Compliance- Approval shall only be granted if all aspects of system meet this specification. Penalties for non-compliance with this specification include, but are not limited to, denial of contract, halting work in progress, and withholding payment.

**9 REMOVAL REQUIREMENTS:**

- a) Equipment and wiring- Remove and legal disposal of existing equipment and wiring as directed by Airport Management.

**10 EQUIPMENT GENERAL REQUIREMENTS:**

- a) Surge Protection- Electrostatic and electromagnet forces within the environment, e.g., non-direct lightning strikes, or other types of power interference shall have no effect upon the integrity or operation of the PARCS.
  - 1. Provide lightning and surge protection through grounded arrestors within each piece of equipment, and within the network equipment cabinet.
  - 2. Minimum 3,000 Joule rating protection on phase-to-phase, phase-to-neutral, neutral-to-ground, and phase-to ground power wiring.
  - 3. Minimum 1,000 Joule protection to ground on control and communications wiring.
  - 4. Repeated ability to absorb surges up to rating without failure.
  - 5. Surge protection failure to be indicated visually, and/or monitored by control system.
- b) Shock protection-
  - 1. Unless specified elsewhere in this document, electrical shock protection shall be in conformance with IEC IP20.
- c) Communications- Communications between components and between the components and server shall meet TIA Category 6 requirements and shall use IEEE 802.3 Ethernet protocol.
- d) PCI DSS Compliance- Entire system shall be PCI DSS 3.2 compliant.
- e) EMV Compliance- Provide EMV enabled credit card processing such that the PARCS can read chip-based credit cards, credit cards with near field communication (NFC),

mobile phone contactless pay, accept PIN inputs, and describe any further payment software.

- f) Statistical Data- PARCS shall accurately document the required financial and statistical data for the parking operation.
- g) Maintenance Data- PARCS shall indicate all system malfunctions and the operational status of all equipment.
- h) System Features: For both cloud-based and non-cloud-based, describe the following:
  - a) Uptime availability guarantee and how software updates and upgrades are performed.
  - b) If the system must be taken offline in order to install these updates.
  - c) How long the system is down while performing updates and upgrades.
  - d) The frequency of the updates and upgrades.
  - e) If using a virtual/hosted environment, please describe your recovery time objective (RTO) and recovery point objective (RPO).

#### 11 SPECIFIC EQUIPMENT REQUIREMENTS:

- a) **Ticket Dispensers-** In addition to the requirements listed elsewhere in this document, ticket dispensers must meet the following specific requirements.
  - 1. Color LCD display screen with programmable graphics display.
  - 2. User operating instructions on display screen.
  - 3. Printed barcode ticket dispenser.
  - 4. Accept RFID tags or proximity cards. The airport currently utilizes standard 26 bit proximity cards.
  - 5. Transaction data buffer capacity of at least 9,000 transactions or error messages.
  - 6. Warnings for EMPTY and NEAR-EMPTY ticket dispenser and ticket jams.
  - 7. Integral intercom with mobile phone interface.
  - 8. Mounted camera with communication interface.
  - 9. Integral magnetic loop detectors.
  - 10. Modular design with simple component replacement.
  - 11. Secure enclosure with common key.
  - 12. Ethernet communications.
  - 13. Operating temperature range of -30 °F to +122 °F
  - 14. Humidity rating of 90 % (non-condensing).
  - 15. Enclosure shall have heating devices
  - 16. installed to reduce humidity and provide additional heat for cold weather operation.
  - 17. IEC IP43 ingress protection.
  - 18. IEC IP20 electrical hazard protection.
  - 19. Certifications UL or CE
- b) **Gates-** In addition to the requirements listed elsewhere in this document, barrier gates must meet the following specific requirements.
  - 1. Modular design with simple component replacement.
  - 2. Gate arm operator shall not utilize any drive belts.
  - 3. Integral magnetic loop detectors.
  - 4. Barrier arm shall be easily replaceable.

5. Secure enclosure with common key.
6. Ethernet communications.
7. Operating temperature range of -30 F to +122 °F
8. Humidity rating of 90 % (non-condensing).
9. Enclosure shall have heating devices installed to reduce humidity and provide additional heat for cold weather operation.
10. IEC IP44 ingress protection.
11. IEC IP20 electrical hazard protection.
12. Certifications UL or CE, and FCC.

c) **Pay-In-Lane Stations-** In addition to the requirements listed elsewhere in this document, pay-in-lane stations must meet the following specific requirements.

1. Color LCD display screen with programmable graphics display.
2. User operating instructions on display screen.
3. Accept printed barcode ticket.
4. Accept electronic payments, including EMV credit card, and debit card.
5. Accept cash payment using U.S. coins and notes up to \$100.
6. 1 Spare note and coin safe for each pay station.
7. Accept RFID tags or proximity cards. The airport currently utilizes standard 26 bit proximity cards.
8. PARCS equipment shall be based on multi-slot technology. Credit card reader shall be a non-motorized card-reader, and separated from the ticket issuing / reading device.
9. Workstation alarms for EMPTY, NEAR-EMPTY, NEAR-FULL and FULL coin safe, bill safe, and bill dispenser; ERROR alarms.
10. Receipt printer for user receipts.
11. Uninterruptible power supply with minimum 10-minute capacity.
12. Integral intercom with communication interface.
13. Mounted camera with communication interface.
14. Integral magnetic loop detectors.
15. Modular design.
16. Secure enclosure with common key.
17. Administrator key required for access to electronic payment equipment.
18. Ethernet communications.
19. Operating temperature range of -30 °F to +122 °F
20. Humidity rating of 90 % (non-condensing).
21. Enclosure shall have heating devices installed to reduce humidity and provide additional heat for cold weather operation.
22. IEC IP43 ingress protection.
23. IEC IP20 electrical hazard protection.
24. Certifications UL or CE, and FCC.

d) **Pay-On-Foot Stations** (Optional on separate quote)- In addition to the requirements listed elsewhere in this document, pay-on-foot stations must meet the following specific requirements.

1. Color LCD display screen with programmable graphics display.
2. User operating instructions on display screen.
3. Accept printed barcode ticket.



4. PARCS equipment shall be based on multi-slot technology. Credit card reader shall be a non-motorized card-reader, and separated from the ticket issuing / reading device.
5. Accept electronic payments, including EMV credit card, debit card, and mobile phone.
6. Accept cash payment using U.S. coins and notes up to \$100.
7. Recycle inserted notes and coins into dispensers for change to user.
8. 1 Spare note and coin safe for pay-on-foot station.
9. Workstation alarms for EMPTY, NEAR-EMPTY, NEAR-FULL and FULL coin safe, bill safe, and bill dispenser; ERROR alarms.
10. Receipt printer for user receipts.
11. Uninterruptible power supply with minimum 10 minute capacity.
12. Integral intercom with communication interface.
13. Mounted camera with communication interface.
14. Modular design.
15. Secure enclosure with common key.
16. Administrator key required for access to electronic and cash payment equipment.
17. Safe key required for access to note and coin safes.
18. Ethernet communications.
19. Humidity rating of 90 % (non-condensing).
20. IEC IP43 ingress protection.
21. IEC IP20 electrical hazard protection.
22. Certifications UL or CE, and FCC

e) **Facility Management Software (FMS)** - In addition to the requirements listed elsewhere in this document, PARCS FMS must meet the following specific requirements.

1. Password access required for all PARCS software functions.
  - .i Access level categories.
  - .ii Assignment of programs and functions to access level categories based on access hierarchy.
2. Complete financial reporting
3. Complete statistical reporting.
4. Complete transaction, user, and system data export in Excel or CSV format.
5. Complete diagnostic monitoring with alarm text message and email notification capability.
  - .i Device status: active or out of service.
  - .ii Door status: open or closed
  - .iii Gate up and gate failure.
  - .iv Lane status: open or closed.
  - .v Low ticket / Out of ticket condition(s).
  - .vi Jammed ticket.
  - .vii Illegal exit - reverse direction through lane.
  - .viii Stolen ticket.
  - .x Back-out ticket.
6. Automated control of system equipment on demand, and using time of week schedule.

7. Secure processing of electronic payments.
8. Secure accounting for cash payments.
9. Variable rate control.
10. Variable grace periods.
11. Variable lost ticket rates with payment option at pay stations.
12. Lost RFID or proximity card function.
13. Separate revenue and access accounts for each facility.
14. Real-time credit card processing with a PCI DSS 3.2 compliant offline credit card processing account which will batch all credit card transactions until the credit card connection is restored.
15. Invalid credit card procedure with indication pay station warning message.
16. Manage RFID tags and/or proximity cards.
17. Create and manage discount cards and validation cards in single or bulk batches.
18. Mobile Phone Control- Allows parking attendant to perform the following functions via a smartphone app. (If your system allows for this function please describe)
  - .i Allow live and recorded viewing of camera video from any camera.
  - .ii Allow positioning and focus of any camera within system.
  - .iii Allow voice conversation with patron via intercom devices on equipment.
  - .iv Allow simultaneous operation of video and audio features.
  - .v Allow control over barrier gate arm functions.
19. Mobile Phone Payment (If your system allows for this function please describe)- Allows users to perform the following functions via a free smartphone app.
  - .i Submit payment for contract parking.
  - .ii Submit remote payment for transient and validated parking.
  - .iii Submit payment onsite at pay stations.
20. Network Equipment- In addition to the requirements listed elsewhere in this document, network equipment must meet the following specific requirements. (Note: All cloud-based systems, please describe capabilities of network equipment to meet these requirements or sufficient.)
  - .i Optical-fiber patch cable to facility's optical fiber patch panel shall have type SC connectors.
  - .ii Data switch to have optical fiber media adapter with type SC connectors and a minimum of 8 wired Ethernet ports.
  - .iii Uninterruptible power supply with minimum 10-minute capacity.
  - .iv Network equipment enclosure to be wall-mounted, secure, adequately-ventilated, switched direct-wired power connection, and contain all network equipment components.
  - .v CAT6 cabling in enclosed, tamper-resistant ducts and raceways.
21. Camera System- In addition to the requirements listed elsewhere in this document, the camera system must meet the following specific requirements.
  - .i Recording of video from all cameras simultaneously.
  - .ii 1,000 gigabytes solid state recorded video storage NVR.
  - .iii View of recorded and live video from any camera via computer.
  - .iv Control of positioning and focus of any camera via computer.

## 12 **WORK SCHEDULES:**

- a) Chart- Include GANTT chart showing the following
  1. Equipment submittals
  2. Start date
  3. Staging
  4. Network installation
  5. Pay-on-foot station installations
  6. Lane equipment installations
  7. Testing
  8. Training
  9. Request for final approval

## 13 **TRAFFIC CONTROL PLAN:**

- a) Signage-
  1. General caution signs at entry
  2. Lane restriction signs
  3. Traffic barriers
  4. Vehicle protection
  5. Pedestrian protection
  6. Worker protection

## 14 **TRANSITION PLAN:**

- a) Dual Operation- Plan to describe how to keep existing PARCS operational at an acceptable level during new equipment installation and start up.
- b) Phasing- Describe sequence and phasing to decommission each lane, install new field devices, perform lane acceptance tests and activate for public use.
- c) Impact- Description for parking operation impacts during the transition from the current PARCS to the new PARCS.
- d) The System (including all specified features) shall be fully operational when turned over to the Owner for testing and acceptance.

## 15 **TESTING PLAN:**

- a) Network Test Requirements-
  1. Cables and connections shall be tested to 100mb/S data rates using calibrated network test equipment.
  2. Network connectivity to all components of system shall be tested.
- b) Server Test Requirements-
  1. Database testing.
  2. Equipment control testing.
  3. System monitoring testing.
  4. Reporting testing.
  5. Client/Server connection and functionality testing.
  6. Server data backup testing.
  7. NVR functionality testing.
  8. Intercom testing.

- c) Payment processing test requirements-
  - 1. Coordinate payment processing with the owner's I.T. Division
  - 2. Connection to payment processor
  - 3. Process 5 transactions for every payment type from each payment-accepting machine.
- d) PCI DSS Compliance-
  - 1. Coordinate PCI DSS compliance with the owner's I.T. Division
  - 2. Complete all forms and testing required to obtain PCI DSS compliance.
  - 3. Obtain PCI DSS 3.2 compliance document listing the "County of Marquette" as owner.
- e) Pay-On-Foot-
  - 1. Test ticket acceptance operation.
  - 2. Test cash acceptance and change dispensing operation.
  - 3. Test electronic payment system operations five (5) times for each payment type accepted.
  - 4. Test camera operation, control, and recording.
  - 5. Test camera connection to parking equipment.
  - 6. Test intercom operation to parking equipment.
- f) Pay-In-Lane-
  - 1. Test ticket acceptance operation.
  - 2. Test electronic payment system operations 5 times for each payment type accepted.
  - 3. Test camera operation, control, and recording.
  - 4. Test camera connection to parking equipment.
  - 5. Test intercom operation to parking equipment.
- g) Ticket dispensers-
  - 1. Test vehicle detection.
  - 2. Test ticket dispenser.
  - 3. Test RFID tag or proximity card operation.
  - 4. Test gate interaction.
- h) Gates-
  - 1. Test vehicle detection.
  - 2. Test gate barrier arm collision release to meet model specifications.
  - 3. Test gate barrier arm detected obstruction reversal time to meet model specifications.
  - 4. Test gate barrier arm downward collision reversal time and downforce to meet model specifications.
  - 5. Test ticket dispenser interaction.
- i) Detection loops-
  - 1. Test detection loops for shorted conditions.
  - 2. Test detection loop inductance.

## 16 WARRANTY AND SERVICE:

- a) Term- Warranty period on the PARCS shall be one year. It starts upon notification from the owner of final system acceptance.
  - 1. Include any monthly or reoccurring fees associated with the system or software upgrades.
- b) Expiration- In-progress warranty repairs or upgrades shall be considered to remain within the warranty period until the repair or upgrade is complete.
- c) Covered- During the warranty period the vendor is responsible for the entire cost of repairs, upgrades, and technical support to repair or upgrade equipment and software.
  - 1. Includes all parts, travel expenses, labor, and technical support to provide on-site repair of PARCS equipment.
  - 2. Includes all parts, travel expenses, labor, and technical support to provide on-site software support for PARCS software and all 3<sup>rd</sup> party software applications.
  - 3. Provide Owner normal PARCS software improvement releases (updates) when they become available at no additional cost to Owner.
  - 4. Provide all PARCS software patches and updates free of charge during the warranty period.
- d) Service- Vendor shall provide warranty service conforming to the following terms:
  - 1. Contact for service shall be made by the owner via telephone or email.
  - 2. Vendor shall acknowledge receipt of request for service within one hour of notification by owner on weekdays between 8 AM and 5 PM EST. Within 24 hours at all other times.
  - 3. Repair of failures affecting a single device shall commence no later than 48 hours after notification.
  - 4. Repair of failures affecting more than one device shall commence within 24 hours after notification.
  - 5. Factors beyond the control of the Contractor, such as unexpected delays in parts, accidents, severe weather and unusual traffic are considered reasonable on the part of owner.
- e) Extended Warranty- The extended warranty shall include all items covered by the original warranty.
  - 1. Coordinate the testing and implementation of all patches and updates with Owner. PARCS database and PARCS application software maintenance to be performed remotely or on-site as approved by Owner
  - 2. Provide corrective patches and upgrades in the event security vulnerability or system availability issues are discovered.

## 17 FUTURE SYSTEM EXPANSION:

- a) Upgrades- Readily upgradable, scalable, and modular in design to accommodate additional parking equipment, parking facilities, features and functionalities including the following:
  - 1. Additional PARCS field devices.
  - 2. Additional parking facilities.
  - 3. Ability to add additional functionalities and features.
  - 4. Firmware or software upgrades without the need to replace field devices.

**18 TRAINING:**

- a) User Groups- Submit a training plan for the following user groups:
  - 1. Maintenance and IT personnel.
  - 2. Administrative staff.
- b) Content- Training plan content shall include:
  - 1. Submit an outline of the instruction material and training time required one week in advance.
  - 2. Provide four copies of user and maintenance manuals for all equipment. Provide instruction on the use of the manuals.
  - 3. Provide hands-on instruction on the replacement of all components.
  - 4. Provide hands-on instruction on the use and backup of the software.
  - 5. Provide instruction on maintaining system PCI DSS compliance.
  - 6. Provide instructional video showing operation, maintenance and repair procedures.

**19 DELIVERY, STORAGE AND HANDLING:**

- a) Responsibility- Vendor shall be responsible to protect and insure equipment from theft and damage until final acceptance. Should the stored equipment be lost, stolen, or damaged prior to final acceptance, the Vendor shall replace the equipment at no additional cost to the owner.
- b) Storage/Staging- Owner will provide locked storage on site for storage/staging of equipment. Contractor shall be responsible for securing equipment in storage/staging area including installation of fencing, locks, and other security provisions.

PROPOSAL FORM

**REQUEST FOR QUOTATION**

Parking and Revenue Control System (PARCS)  
Sawyer International Airport

Proponent Name:

\_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address:

\_\_\_\_\_ Email: \_\_\_\_\_

*Street Address*

\_\_\_\_\_

*City*

*State*

*ZIP*

AUTHORIZED SIGNATURE AND TITLE

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Title*

1. Base Bid Total Cost for PARCS System Project \$ \_\_\_\_\_

Written amount \_\_\_\_\_ dollars

Alternate 01 Price \$ \_\_\_\_\_

Written amount \_\_\_\_\_ dollars

Alternate 02 Price \$ \_\_\_\_\_

Written amount \_\_\_\_\_ dollars

Alternate 03 Price \$ \_\_\_\_\_

Written amount \_\_\_\_\_ dollars

Alternate 04 \$ \_\_\_\_\_

Written amount \_\_\_\_\_dollars

Alternate 05 \$\_\_\_\_\_

Written amount \_\_\_\_\_dollars

Bidders must acknowledge by signature, receipt of addenda if issued.  
(*Addendum to contract: Contractors, listing County of Marquette insurance requirements are part of the RFQ and do not need to be recorded on proposal form*).

Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_