Request for Proposals 22234

Parking Facility Access and Revenue Control System

______________________________________
Jason F. Doyle
Corporate Controller/ Purchasing Agent
Introduction

The Rhode Island Airport Corporation (RIAC) is soliciting proposals for the installation of a new access and revenue control system for five (5) parking facilities at T. F. Green Airport. This Request for Proposal (RFP) is part of a competitive process designed to give Vendors a fair opportunity for their services to be considered.

The objective of this RFP is to install a fully functioning access and revenue control system at each of the parking facilities identified in this RFP. As such, vendors shall include all necessary civil, electrical, mechanical, and administrative services as well as equipment and other hardware necessary to deliver a fully functioning system. This includes, but is not limited to: loops, electrical and communication wiring both in the facilities and to the parking office, servers, computers, equipment movement and installation, conduit, concrete work, wire terminations, training, testing, programming, set-up services, and ninety days (90) of support service after system acceptance by RIAC. The installation of the systems at the five facilities will be awarded to a single vendor.

This document outlines the scope of the project as well as the process and timeline we expect all vendors to follow to collect additional information on the project and to submit a proposal to participate in the project. The information contained in this document defines the necessary steps for the Vendor to follow to have RIAC accept a proposal for consideration.

The selected vendor must comply with all applicable local, state, and federal laws, electrical and building codes.

Each proposal shall include the services and fees to remove the existing equipment and some booths from the property and properly dispose of the equipment and debris in compliance with all local, state, and federal laws.

All proposals must be consistent with the format outlined below. Proposals must consist of itemized pricing for each equipment and/or software module as well as the services necessary to deliver a functioning system. In addition, proposals should include costs to remove and dispose of old equipment.

Submissions are due January 31, 2008 at 4:00 PM Warwick Local Time. Vendor shall furnish One Original and Seven (7) copies of its proposal as well as one electronic copy. At least one electronic copy must not be write-protected to aid RIAC in its review and analysis. Please note: if there are any discrepancies between the provided copies of the completed RFP, RIAC reserves the right to use the most favorable version as Vendors’ response. Proposals received after the designated time will not be opened and will be removed from consideration. Telephone and faxed proposals will not be accepted.

All proposals shall be delivered in person or mailed to:

Beth Tetreault
Rhode Island Airport Corporation
3rd Floor, Terminal Building
2000 Post Road
Warwick, RI 02886

IMPORTANT: In order to preserve the fairness to all parties participating in this RFP all communications related to this RFP must be directed, in writing, by January 22, 2008, not later than 4:00 PM, to Beth Tetreault, fax: 401-732-3034, email btetreault@pvdairport.com. RIAC reserves the right, in its sole discretion, to select the questions to which it will respond, the questions that will be edited, and the questions and responses will be shared with all parties expressing interest in the solicitation. Due to the number of suppliers participating in this RFP, questions will not be taken or answered in any other manner.

No oral, telephone, electronic, facsimile, or telegraphic bid modifications of the bid will be accepted.

All bid prices will be filled in, in ink or typed and must give actual cost of each product in line item pricing, lump sum discount will not be accepted. Proposals that are incomplete, conditional, or obscure may be rejected as informal.

All work to be performed shall be authorized in writing by RIAC prior to the commencement of such work.
Information to be presented with the proposal includes: company qualifications; references and experience; personnel qualifications and experience; proposed equipment and software; project schedule; a proposed five-year standard maintenance contract; and proposed warranty language.

Submitted proposals constitute an offer by the Vendor that shall remain open and irrevocable for a period of 120 days from the deadline for submitting proposals stated above.

Interference with the Solicitation Process by any Vendor, employee of the Vendor, persons with vested interests, and/or persons with associated interests of the Vendor will disqualify the Vendor’s proposal.

Under the terms of the Solicitation Process, Interference will be described as: "any effort by any person as stated above to sway, coerce, influence, or otherwise affect the outcome of the bid process to their advantage by any means other than fulfilling the terms of the Contractual Documents."

From the date of receipt of this RFP by each Vendor until formal award has been authorized by the RIAC Board of Directors informal communication regarding this procurement shall cease.

Any failure to adhere to the provisions set forth above may result in the rejection of a Vendor’s proposal or cancellation of this RFP.

Any Vendor may withdraw its proposal at any time before the date and time established for the opening as stated above.

RIAC will use the following timeline to manage the RFP process. Please take special notice of the planned Pre-bid Site Walk and Proposal Submittal dates.

- **Issue RFP** January 14, 2008
- **Pre-bid telephone conference call** January 16, 2008 at 2PM EST
- **Project and RFP questions deadline** January 22, 2008 by 4PM EST
- **RIAC distributes answers to the submitted questions** January 24, 2008
- **Proposals due** January 31, 2008 4EST
- **Vendor Presentations (if applicable)** February 7th-8th, 2008
- **Recommendation of Award for the Project** February 20, 2008

**Evaluation**

RIAC will determine which Vendor provides the most favorable combination of access and revenue control installation system in the most cost effective manner by using an “Evaluation of Proposals.”, The recommendation and award will be based upon the factors listed below:

1. The relevant qualifications and experience of the Vendor necessary for the satisfactory design, manufacture, installation, and testing of the access and revenue control systems. Weighted 20%.

2. The relevant qualifications and the experience of key personnel, including proposed subcontractors on similar installations, committed to this project and their understanding of access and revenue control systems. Weighted 20%.

3. The Vendor’s proposed schedule to complete the installation, implementation plan and its commitment to fulfill such schedule and plan. Weighted 20%.

4. The Vendor’s understanding of the nature of the project, enhancements which are recommended, or exceptions taken, and warranty and maintenance agreement language. Weighted 20%.

5. The cost of the basic access control and revenue control system at each identified location. Weighted 20%.
Pre-Proposal Meeting and Site Visit

All prospective proposers are encouraged to attend a Pre-Proposal Telephone Conference Call in order to familiarize themselves with the Solicitation document, which is tentatively scheduled for January 16, 2008 at 2:00 PM.

The Project

This document requests proposals from qualified vendors to provide equipment and services to design, purchase, install, setup, test, and maintain an access control and revenue control system at five (5) facilities at T F Green Airport. Testing of the system shall be coordinated with the parking management contractor, Standard Parking and APT.

Some of the work may entail off-hours or weekends.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Number of Spaces</th>
<th>Type of Facility</th>
<th>Existing Revenue Control System Installed</th>
<th>Existing Access Control System Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garage “A”</td>
<td>1,340</td>
<td>Transient, Contract</td>
<td>FAPD SST Magnetic Stripe</td>
<td>Prox Scan Net Access</td>
</tr>
<tr>
<td>Garage “B”</td>
<td>750</td>
<td>Transient, Contract</td>
<td>FAPD SST Magnetic Stripe</td>
<td>Prox Scan Net Access</td>
</tr>
<tr>
<td>Garage “C”</td>
<td>1,552</td>
<td>Transient, Contract</td>
<td>FAPD SST Magnetic Stripe</td>
<td>Prox Scan Net Access</td>
</tr>
<tr>
<td>Lot “D”</td>
<td>571</td>
<td>Transient, Contract</td>
<td>FAPD SST Magnetic Stripe</td>
<td>Prox Scan Net Access</td>
</tr>
<tr>
<td>Lot “E”</td>
<td>4,300</td>
<td>Transient, Contract</td>
<td>FAPD Barcode</td>
<td>Prox Scan Net Access</td>
</tr>
</tbody>
</table>

Each facility manages both monthly and transient parkers with one facility managing valet parking operations.

The installation project is scheduled to start in March 2008 with a desired completion date (the date all equipment is installed and fully operational at each of the listed facilities) of April 30, 2008.

The proposed system should support the following parking operational technologies and services:

1) Magnetic stripe, machine readable tickets
2) Ticket In / Credit Card out (In lane credit card pay station)
3) Pay on Foot pay stations (APS) that support both credit card only and cash and credit card payments
4) Proximity card access system for monthly, debit and frequent parkers
5) Vehicle count system
6) Ability to remotely manage the access and revenue control software and equipment via a parking office in Garage “A”.
7) Ability to manage all five (5) facility systems from the parking office located in Garage “A”.
8) Ability to re-encode tickets to reflect a different rate (crossover from Garage “A” to Garage “B”.
9) Automated valet parking technology
10) High speed real time central credit card processing
11) Ability to support multiple remote work stations
12) Ability to remotely monitor systems in a read-only format from a workstation in RIAC offices in the terminal building

No part of the currently installed system should be reused in the implementation of the proposed system. This includes, gates, loops, ticket dispensing devices, ticket and card readers, computers, software, etc. This project is intended to be a complete refresh of the entire system.

The vendor’s proposal shall include the necessary installation, purchasing, and training services to implement a fully functioning access and revenue control system. The proposal shall also include the services and hardware necessary to maintain the equipment for two months after the Go-Live date. In addition, each proposal should include pricing and a description of the approach to maintain the system for an additional five (5) years.

A critical objective of this project is the ability of the each facility to communicate in real time to a Facility Management Computer located in the Garage “A” parking office. An administrator at the parking office shall have complete control of all facilities. All vendors are expected to comply with all local, state, and federal laws, electrical codes, and building codes relevant to this project.
SCOPE OF WORK

1.0 Technical Requirements

Introduction
The requirements contained within this RFP describe the needs of the five (5) facilities at T F Green Airport. The five (5) facilities house approximately 8,500 total parking spaces at T F Green Airport. Each of the five facilities are primarily transient and contract (monthly), with one facility having valet parking.

Parking Usage
Over the five facilities there are four different user types that will access the facilities. These four types include: transient, contract, employee, and valet. Contract and employee parkers will access the garages via proximity card technology, and transient parkers will access the facility using magnetic stripe technology. Valet parkers will be issued a ticket when they park their car.

System Requirements
The equipment proposed by each vendor must provide the functions and capabilities identified below. These are minimum requirements. All credit card processing and devices must meet FACTA and PCI ver 1.2 compliance standards and practices.

All revenue control devices must have the same site/facility code, so that patrons can utilize any pay on foot device to settle their parking fee for any facility. This will also hold true with all site/facility codes for the access control system.

A. Garage Equipment

1. Garage “A”
   - 3 – Ticket dispenser with intercom
   - 9 - Barrier gates with arms
   - 3 – Exit Terminals with credit card and receipt capability
   - 2 – In lane ticket re-encoding terminals with intercom
   - 9 – Proximity card readers
   - 3 – Fee computers with real time high speed processing capabilities
   - 2 – Pay on foot stations with 2 note dispensing, coin, credit card, receipt and intercom
   - 2 – Credit card only pay stations with intercom and receipt
   - Surge protection on all devices
   - 20 - Saw cut loops
   - 1000 - Proximity access cards
   - 2 – Lot full signs
   - FACTA and PCI version 1.2 compliant credit card software and hardware
   - High speed credit card processing in 10 seconds or less
   - Installation services
   - Site construction services
   - Electrical services
2. Garage “B”

- 2 - Ticket dispenser with intercom
- 5 - Barrier gates with arms
- 3 – Exit Terminals with credit card and receipt capability
- 4 – Proximity card readers
- 2 – Fee computers with real time high speed processing capabilities
- 1 – Pay on foot stations with 2 note dispensing, coin, credit card, receipt and intercom
- 1 – Credit card only pay stations with intercom and receipt
- Surge protection on all devices
- 16 - Saw cut loops
- 500 – Proximity access cards
- 2 – Lot full signs
- FACTA and PCI ver 1.2compliant credit card software
- High speed credit card processing in 10 seconds or less
- Installation services
- Site construction services
- Electrical services
- Installation of new booths
- Removal and disposal of booth and old equipment
- Removal of old islands

3. Garage “C”

- 3 - Ticket dispenser with intercom
- 6 - Barrier gates with arms
- 3 – Exit Terminals with credit card and receipt capability
- 6 – Proximity card readers
- 1 – Fee computers with real time high speed processing capabilities
- 1 – Pay on foot stations with 2 note dispensing, coin, credit card, receipt and intercom
- 1- Credit card only pay on foot station
- Surge protection on all devices
- 12 - Saw cut loops
- 500 – Proximity access cards
- 3– Lot full signs
- FACTA and PCI ver 1.2compliant credit card software
- High speed credit card processing in 10 seconds or less
- Installation services
- Site construction services
- Electrical services
- Installation of new booths
- Removal old equipment

4. Lot “D”

- 3 - Ticket dispenser with intercom
- 11 - Barrier gates with arms
- 4 – Exit verifiers with credit card and receipt capability
- 11 – Proximity card readers
- 3 – Fee computers with real time high speed processing capabilities
- 1 – Pay on foot stations with 2 note dispensing, coin, credit card, receipt and intercom (In terminal)
- 1 – Credit card only pay stations with intercom and receipt (In terminal)
- Surge protection on all devices
- 20 - Saw cut loops
- 300 – Proximity access cards
- 3 – Lot full signs
• FACTA and PCI ver.1.2compliant credit card software
• High speed credit card processing in 10 seconds or less
• Valet revenue control system w/ credit card
• Installation services
• Site construction services
• Electrical services

5. Lot “E”
• 3 - Ticket dispenser with intercom
• 8 - Barrier gates with arms
• 2 – Exit verifiers with credit card and receipt capability
• 8 – Proximity card readers
• 4 – Fee computers with real time high speed processing capabilities
• 2 – AVI readers for bus ingress/egress
• Surge protection on all devices
• 16 - Saw cut loops
• 1000 – Proximity access cards
• 3 – Lot full signs
• FACTA and PCI ver 1.2compliant credit card software
• High speed credit card processing in 10 seconds or less
• Installation services
• Site construction services
• Electrical services
• Installation of new booths
• Removal and disposal of booth and old equipment

6. Parking Management Office Garage “A”

• Facility Management Software
  o Revenue
  o Access
  o Count
  o Frequent Parker
  o Account Payable/receivable software
  o Central credit card processing software (FACTA and PCI ver 1.2compliant credit card software)
  o Remote workstation software
• Facility Management Server/Computer
• Facility Management Printer
• 6 – Facility Management Workstations with license
• Surge protection
• Battery Back-up

B. General
• The proposed system shall be able to perform in and withstand the climate conditions of Providence, Rhode Island.
• The proposed system shall have the ability to add hardware devices in the future without a major upgrade to the hardware or software within the next four (5) years.
• All equipment installed on this project shall be ADA compliant and UL approved.
• The access and revenue control equipment color will be determined by RIAC.
• The technology shall be an online real time system utilizing the following technology
  1. Machine readable magnetic stripe
  2. Proximity card access
  3. AVI
  4. Barcode (valet)
- The system shall support ticket in/credit card out
- The parking operations will be automated and the system must support unattended credit card at exit, coin cash and credit card pay stations, as well as credit card only pay stations.
- High and low voltage surge suppression must be included in the installation, as well as UPS battery back up for all computer related equipment at both the location and the central control center.
- All credit card processing at exit terminals, pay station, fee computers, entry terminals, etc shall be completed at a central computer using high speed communication connections with a processing time **under 10 seconds**.
- The credit card system shall be able to interface with Standard Parking’s credit card clearinghouse. Any proposer utilizing a third party clearinghouse for credit cards must disclose the clearinghouse being utilized. Clearinghouses that charge a per transaction fee will not be accepted.
- The proximity access system shall include the following features
  - Nesting
  - Credit card on file (ability to tie a credit card to an access card and bill by use)
  - Debit (ability to deduct by use or dollar amount)
  - Multiple rate structures
- All necessary credit card components in the access and revenue control system and processes shall comply with all FACTA regulations and credit card PCI rules and practices including (Visa/Mastercard’s CISP program, Discover’s DISC program and American Expresses DSOP program)
- During the warranty period, vendor will perform all programming related to rate changes at no charge.
- All ticket dispensers, exit terminals, access readers shall be armed before a transaction is started. In lanes where ticket dispensers, exit terminal, fee computers and card reader reside in the same lane, once a ticket is dispensed or a card swiped, the other device shall be disabled immediately so that the system can not be manipulated. This shall take place within 0.05 sec.
- The proposal shall be inclusive of all costs to install a functional access, vehicle count and revenue control system; items included: concrete islands, electrical conduit, loops and wire pulls, both power and communication bollards, etc.
- All surface conduit should be concealed within the concrete islands.
- Vendor will be responsible for running all power lines from identified junction boxes to the equipment.
- Where applicable folding gate arms shall be utilized.
- All facilities shall be able to communicate, in real time, to a Facility Management Computer which will be located in the Garage “A” parking office.

**C. System**
- In the event of a communication interruption at either the Facility Management Computer, the system should have the capability to process credit cards via batch processing. Real time credit card and on line reports shall be the only functions affected during a central computer failure. Buffering transactions at the devices shall allow the capture of all transactions during any communication downtime (including the batching of credit card transactions) until the communication link can be established. (provide duration limit)
- Entry stations, exit stations, and pay station devices shall have intercoms to allow communication between the parking office and/or phone dialers for after hour voice communication and the lane.
- Vehicle count system must have the ability to gather lane counts at central parking office through the facility management software.
- DSL compatible real-time credit card approval **(under 10 seconds)**
- The system shall utilize machine readable mag stripe technology.
- The Facility Management Software (FMS) shall be able to support remote workstations.
- Each facility will communicate to the Facility Management Computer located in the parking office in Garage “A”.
- Password protection shall be part of the FMS, as well as any remote workstation.
- The system shall report the following counts to the facility management computer
  1. Entries (Ticket, card access, and total vends) by facility, by lane
  2. Exits (Ticket, automated exits, card access and total vends) by facility, by lane
  3. Total Exits by facility, by lane
     A. Card Reader Vends by facility, by lane
     B. Total Gate Vend (entry and exit) by facility, by lane
  4. Differential Count by facility
• All gates shall have one mechanical counter to show total lane travel
• Back out alarm shall be reported to the facility management PC when an illegal ticket is processed
• The system shall report all transaction, alarms, and incidents to the FMS system activity screen with the following information
  1. Time
  2. Date
  3. Transaction Type
  4. Location/Device
  5. Description
  6. Amount

• The new access and revenue control system shall have the ability to interface with the current remote signage on the Airport roadway

D. Installation Requirements
• The Vendor shall be responsible for power connections to the equipment and shall make all necessary communication connections from the islands and lanes to the central server. Vendor will be responsible for running all power lines from identified junction boxes to the equipment. All such communication and conduits may require union labor employees. It is the responsibility of the vendor to ensure for such provisions and any associated cost. Vendor will also be responsible for installing new ground loops as part of the scope of work.
• The vendor shall be responsible for the bolt down and mounting of the revenue equipment as well as the removal of the old revenue system
• All site work shall be including but not limited to, islands/cement work, electrical wire pulls and conduit run, equipment mounting, etc shall follow all national, state, county, and local codes, as well as manufacturers installation requirements (See attached conceptual island drawings for garages “A”, “B”, and Lot “E”)
• Pedestrian warning lights and signs may be required at any exit where cars may not visible to pedestrian on the sidewalk.
• The successful vendor shall be responsible for obtaining all permits required to complete the installation of a fully functional system
2.0 Equipment/Hardware

A. Entry Stations
   • LCD or LED display
   • Minimum capacity of 5,000 tickets
   • Alert parking office in the event of malfunction or low tickets
   • Ability to report a back out or illegal tickets or lane travel alarm to the facility management PC
   • Each machine must contain an intercom/phone dialer communicate to the parking office during and after business hours
   • Capability to communicate with facility management computer
   • Ability to accept credit cards and process in less than 10 seconds
   • Dispense mag stripe ticket
   • The dispenser shall have the capability to dispense tickets automatically or by push button
   • Ability to buffer transaction in the event of a communication failure. Minimum of 2,000 transactions
   • Ability to arm before a transaction can begin in the lane, as well as the ability to be disabled/locked out if another device is utilizing the same lane.
   • A dispensed ticket shall have the following information visible and encoded on the magnetic strip
     1. Ticket Number
     2. Rate Code
     3. Device Number
     4. Time
     5. Date
     6. Facility
     7. Facility code
     8. License Plate State and Number

B. Exit Terminal
   • LCD or LED display
   • Minimum capacity of 5,000 receipt/tickets
   • Alert parking office in the event of malfunction or low receipts/tickets
   • Ability to accept credit cards and process in less than 10 seconds
   • Meet FACTA and PCI ver 1.2 compliance standards and practices
   • Ability to report a back out alarm to the facility management PC
   • Each machine must contain an intercom/phone dialer communicate to the parking office during and after business hours
   • Capability to communicate with facility management computer
   • Ability to read a magnetic stripe ticket and calculate fee
   • Ability to buffer transaction in the event of a communication failure. Minimum of 2,000 transactions
   • Ability to accept voucher/validation
   • Ability to be armed before a transaction can begin in the lane, as well as the ability to be disabled/locked out if another device is utilizing the same lane.
   • The receipt when dispensed shall have the following information visible
     1. Transaction Number
     2. Rate Code
     3. Device Number
     4. Time
     5. Date
     6. Facility Name
     7. Meet FACTA and PCI ver 1.2 compliance standards and practices
     8. License Plate State and Number
     9. Cost of Parking

C. Pay Stations
   • Central credit card processing capability with the ability to complete a transaction in under 10 seconds
   • Meet FACTA and PCI ver 1.2 compliance standards and practices
   • Accept validations/vouchers
   • Local reporting and central reporting capability
• Daily lane report
• Rate report
• Time card report
• Credit card report by CC type
• Validation
• Non resettable totals
  a. Cash
  b. Transaction
  c. Validation

• Ability to communicate to Facility Management Computer in Parking office
• Ability to buffer transaction in the event of a communication failure. Minimum of 2,000 transactions
• Ability to accept cash ($1, $5, $10, $20, and $50)
• Ability to accept coins (quarters and dollar coins)
• Ability to dispense cash for change ($1, $5, and $10) at a minimum
• Ability to dispense coin change (quarters and dollar coins)
• Ability to have an adjustable grace period to allow parkers to exit the facility
• A processed ticket shall have the following information printed on it
  1. Entry and Exit Time
  2. Entry and Exit Date
  3. Transaction Number
  4. Cost of Parking
  5. Device Number
  6. Payment type
• Ability to read the information on the magnetic stripe ticket and calculate the fee based on the rate
• Ability to print a patron receipt on demand or automatically with the following information in compliance with FACTA and PCI ver 1.2 standards and practices
  1. Entry and Exit Time
  2. Entry and Exit Date
  3. Facility Name
  4. Transaction Number
  5. Cost of Parking
  6. Device Number

D. Pay Stations (Credit Card Only)
• Central credit card processing capability with the ability to complete a transaction in **under 10 seconds**
• Meet FACTA and PCI ver 1.2 compliance standards and practices
• Accept validations/vouchers
• Local reporting and central reporting capability
  • Daily lane report
  • Rate report
  • Credit card report by CC type
  • Validation
  • Non resettable totals
    a. Transaction
    b. Validation
• Ability to communicate to Facility Management Computer in Parking office
• Ability to buffer transaction in the event of a communication failure. Minimum of 2,000 transactions
• Ability to have an adjustable grace period to allow parker to exit the facility
• A processed ticket shall have the following information printed on it
  1. Entry and Exit Time
  2. Entry and Exit Date
  3. Facility Name
  4. Transaction Number
  5. Cost of Parking
  6. Device Number
• Ability to read the information on the magnetic stripe ticket and calculate the fee based on the rate
• Ability to print a patron receipt on demand or automatically with the following information in compliance with FACTA and PCI ver 1.2 standards and practices
  1. Entry and Exit Time
  2. Entry and Exit Date
  3. Facility Name
  4. Transaction/Receipt Number
  5. Cost of Parking
  6. Device Number

E. Barrier Gates
• Direct drive or belt
• Low voltage operation
• Minimum of three vend inputs (transient, contract, and miscellaneous)
• Ability have three loop configuration
• Ability to support up to a 12’ gate arm
• Ability to support a straight of folding arm
• Auto rebound / safety edge
• Ability to operate as a free gate
• Ability to support multiple devices in one lane (for example, card reader and ticket dispenser, fee computer and exit terminal).
• This device shall have the ability to arm other devices such as ticket dispensers, card readers, exit terminals, fee computers, etc., before a transaction can be started.
• In lanes where two devices reside, the device not processing the transaction shall be disabled immediately so that the system cannot be manipulated. This shall take place within 0.05 seconds.

F. AVI
• Ability to read tags in a range of 9’ to 12’
• Ability to function as part of the access system mentioned the this RFP
• Ability to affix tags to windshield
• Readers should have the ability to mount on a pole or ceiling

G. Booths
• Where required booths must me ADA standards including the island.
• Shall have a light and switch.
• Counter facing on coming traffic.
• One quad electrical outlet above and one quad electrical outlet below the counter on different circuits.
• HVAC system made to withstand the conditions of Providence, Rhode Island.
• Sliding widow on traffic side of booth.
• Door should be on the opposite side of the sliding window or on the back of the booth.
• Tinted safety glass.
• Locking door with sliding window.
• Weather and water proof.
• Must meet all federal, state and local codes.
• Must be approved by RIAC.
• Approved electrical 100 amp load center minimum.

H. Fee Computers
• Central credit card processing capability with the ability to complete a transaction in under 10 seconds
• Meet FACTA and PCI ver 1.2 compliance standards and practices
• Accept validations/vouchers
• Local reporting and central reporting capability
  • Daily lane report
  • Rate report
  • Credit card report by CC type
  • Validation
  • Time Card Report
  • Non resettable totals
a. Transaction
b. Validation

- Ability to communicate to Facility Management Computer in Parking office
- Ability to buffer transaction in the event of a communication failure. Minimum of 2,000 transactions
- A processed ticket shall have the following information printed on it
  1. Entry and Exit Time
  2. Entry and Exit Date
  3. Facility Name
  4. Transaction Number
  5. Cost of Parking
  6. Device Number
- Ability to read the information on the magnetic stripe ticket and calculate the fee based on the rate
- Ability to print a patron receipt on demand or automatically with the following information in compliance with FACTA and PCI ver 1.2 standards and practices
  1. Entry and Exit Time
  2. Entry and Exit Date
  3. Facility Name
  4. Transaction/Receipt Number
  5. Cost of Parking
  6. Device Number

3.0 Software

The software shall be a Windows™ XP-based parking management software system which shall include access, revenue, and count, FACTA and PCI ver 1.2 compliant credit card software, at a minimum and in some garages hotel valet and event software. Each location’s software shall have the ability to communicate in real time to the Central Command Center located in the Center Village facility. Below are the minimum reporting requirements for this system

A. Reporting

- Below are the minimum revenue reports required for the access, count, and revenue system. Please include samples of all reports in your proposal.
  1. Daily device revenue report
  2. Daily lane report
  3. Active access card holder report
  4. Card transaction report by date
  5. Credit card report
     - By CC type
     - By Lot
     - By Device
  6. Validation report
  7. Non resettable totals
     - Cash report
     - Transaction report
     - Validation report
  8. Count statistics report
  9. Duration of stay report with ability to breakdown by 30 minute increments
 10. Entry/exit report by facility and parker type
 11. Parking Fee Report
 12. General Totals Report
 13. Daily Revenue Report
 14. Transaction Report
 15. Revenue Alarm Report
 16. Outstanding Ticket Report
 17. Detailed activity reports on sales inventory, and statistical data by parker type
 18. Rate stratification report

- Ticket tracking
- The (FMS) shall have the ability to retrieve buffered transaction once communication is restored
B. Counts
- The system shall have the ability to provide the following counts.
  1. Transient Entries and Exits
     a. Automated by facility
  2. Monthly Entries and Exits by facility
  3. Total Lane Travels
     a. Total Entries by facility
     b. Total Exits by facility
  4. Differential Counts
     a. By facility
     b. By parker type within facility
  5. All gates shall have a visible mechanical counter to record total lane travels
- All counts shall be reported to the central computer in real time

C. Access Control
The access control system for the project should have at a minimum the following features with reports
- Nesting
- Car Pooling
- Debit (by dollar amount, by use)
- Credit Card on file
- Card Status Report
- Card Activity Report
- Active Card Report
- Access Groups
- Reader Groups
- User Change Report
- Holiday Report
- Frequent Parker
- Credit Card on file
- Ability to assign a revenue rate to a reader group

D. Credit Card
- All credit card processing shall be able to interface with the Standard Parking credit card processing clearinghouse.
- The credit card system shall meet all FACTA and PCI ver 1.2 compliance standards.
- At all device where credit cards are accepted; credit cards shall be processed in real time in 10 seconds or less. Batch credit card processing will not be accepted
- Credit card processing shall take place at the Facility Management PC and not locally at the lane device or pay station

E. Future D Lot Valet
- Machine readable barcode technology
- Ability to issue five (5) part ticket
- Ability to process credit cards in real time in less than 10 seconds
- Wireless Hand held issuing device
- Ability to make note about car condition when issuing ticket to patron
- Flexible rate structure
- Configurable ticket with the following
  1. Customer Name
  2. Vehicle make and color
  3. License number
  4. Damage
  5. Odometer reading
6. Expected return

4.0 Content Requirements

A. Required Equipment Hardware
   The Vendor shall deliver the hardware that will be needed to deliver a fully functional system such as; gates, ticket dispensers, pay stations, exit terminal, fee computers etc.

B. Required Software Components
   The Vendor shall deliver the software that will be needed to deliver a fully functional system such as; credit card processing, revenue reports, access card reports, etc.

C. Installation
   Please provide a detailed description of the installation process including the services that will be preformed as part of the installation. Davis Bacon applies all wages are to be quote at prevailing rate.

D. Training
   Bidders must provide at least 50 hours of training at a fixed price and commit to at least 20 hours of additional training 30 days after the equipment is installed. Also supply cost to provide additional training.

E. Site Construction
   The successful bidder will be responsible for installing any concrete islands, curb, and bollards for a functional system. (See attaché conceptual drawing for islands in garages “A”, “B”, and Lot “E”)

F. Electrical
   The electrical cost shall include communication and control wiring pulls to each device, communication wire pulls to parking office, any power required and intercoms to make the system functional. All electrical shall meet all local and national electrical codes.

G. Sales Tax
   RIAC is Tax Exempt and a certificate will be supplied to the successful vendor. Do not include sales tax as part of your proposal.

H. Freight
   Include all freight charges to deliver the new system on site.

I. Base Section Notes
   All items must be priced per unit, and the bidder must commit to the unit price for a period of (1) one year.

J. Software Upgrades
   Upgrades that correct problems or deficiencies shall be provided at no charge for a period of five (5) years. Upgrades to the software that provide new capabilities shall be provided to the owner/operator for five (5) years.

K. Spare Parts
   Each equipment system will be unique in design and therefore each will have different internal components. Bidder must provide itemized pricing for spare parts in the template below. If the bidder determines additional spare parts are needed they should be included. On the other hand if the vendor has determined that there is an excess of spare parts below the vendor should only propose the spare parts that are essential to keeping the operation going.

L. Maintenance Program
   As part of this proposal, a detailed proposal for equipment and system maintenance must be submitted.

M. Service
   The bidder must define normal business hours, days, as well as holiday schedule. As part of this proposal the bidder shall provide their published hourly service rate for normal business hours, holidays, weekends etc.
N. Warranty
Bidder must provide a two-year parts and labor warranty. The warranty period will start once the equipment is installed, operational, and is signed off by Standard Parking and APT. The bidder also shall provide extended parts and labor warranty for years three, five, five, and six. During the initial two year warranty period, the response time shall be three (3) hours when a service is requested during normal business hours.

O. Installation Schedule
Once the vendor is selected they must provide an installation schedule based on the priority of the parking needs and operation. The schedule shall include the time for the complete project including but not limited to; start date, site construction, electrical, training, testing, etc. Because this is an urban parking environment with multiple garages and parker types a phasing plan must be submitted. Installation of multiple facilities at one time will only be accepted upon approval from the parking team.
5.0 Contract Requirements

RIAC, in its sole discretion, may elect to designate Standard Parking and its subsidiaries to procure the equipment and services solicited under this RFP directly from the successful bidder.

Contract

RIAC may at its own election extend the warranty and maintenance period up to five years after acceptance of the systems. Pricing for extended maintenance and warranty shall be listed as an option. The successful vendor will be required to endorse the attached contract as stated unless exceptions are noted at the time of submission.

Schedule

The Vendor shall coordinate the installation of the parking control system with RIAC and Standard Parking and APT at the five (5) facilities. Weekly meetings with APT shall also be conducted in order to review progress of the work schedule. Schedules of site work shall be submitted in advance for approval. It is the vendor’s responsibility to ensure minimal interference for the garage customers (if applicable), which might require some off-hours work, such as at nights and weekends.

Permits

The Vendor shall be responsible for obtaining all permits, such as electrical permits, necessary for the installation of the systems. The Vendor shall be responsible for performing all testing procedures necessary to comply with the permits.

Insurance

The Vendor will maintain for the duration of the project, including the warranty period, the Vendor shall be prepared to carry and maintain in full force and effect for the duration of any contract, including the warranty period, and any supplements thereto, the insurance specified below. The Vendor will be expected to submit to RIAC a certificate of insurance indicating the existence of the coverage required at the time of contract negotiations for a specific project or service. Should insurance coverages not be documented by the Vendor at time of contract negotiations, RIAC has and maintains the right to consider the firm non-responsive, and to terminate contract negotiations, if necessary.

The Consultant shall ensure that insurance shall be provided by or on behalf of all sub-consultants to cover services performed under any contract, and included in all subcontracts. The Consultant shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and approved by RIAC for the consultant and any sub-consultant proposed for the project.

The Consultant shall provide and maintain, at his own cost, the following minimum insurance:

- Motor Vehicle Liability Insurance with limits of $1,000,000.
- Statutory limits or documentation evidencing an approved self-insurance program.
- General Liability limits of $1,000,000 per occurrence.
- Umbrella Liability limits of $10 million excess of $1,000,000 primary layer for airfield construction inspection services, otherwise $5,000,000
- On all policies of insurance, RIAC and/or its designated representative shall be named as additional insured, except for Worker’s Compensation.

Documentation, Shop Drawings, and Manuals

Prior to acceptance of the system, the Vendor shall provide RIAC with as-built drawings showing the actual location of each piece of equipment and of each conduit and communication run from equipment to panels and parking office.

One month prior to system acceptance testing, the Vendor shall submit for approval a draft of the Vendor’s copies of operating manuals.
Training

Before acceptance of the systems by RIAC, the Vendor shall train parking management personnel, employees, and airport personnel in the use of the system, including how to use all parking system equipment, data base management and report generation software, supervisor functions and capabilities, and the use of audit functions. Vendor shall submit a schedule for training to parking management for approval one month prior to the start of acceptance testing. The Vendor shall budget at least sixty hours (60) of training time over a one-month period, followed by another twenty hours (20) of refresher training to be scheduled within six months of acceptance. Per day pricing for additional training should also be offered.

6.0 Payment Terms

The payment terms for this project are as follows:

- 20% upon order of equipment
  a) This payment will be made at the time the Purchase Order is issued
- 30% upon shipment to the location
  a) This payment is made once the equipment is received
- 40% upon substantial completion
  a) This payment is made once RIAC has determined the system is operational
- 10% upon commissioning of the system
  a) This payment will be made at a minimum of 30 days after completion pending the approval of the system by RIAC.

Please Note: Based on the phasing of the project the billing shall be by facility with the above terms.
## Equipment Template

### 7.0 Required Equipment Hardware/Software

#### A. Garage “A”

<table>
<thead>
<tr>
<th>Qty</th>
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<th>Unit MSRP</th>
<th>Unit Proposal Cost</th>
<th>Total Proposal Cost</th>
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</tr>
<tr>
<td>3</td>
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</tr>
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**Access and Revenue Equipment Sub Total**

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**Freight**

**Project Total**

* FACTA and PCI ver 1.2 Compliance required
B. Garage “B”

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<tr>
<td>3</td>
<td>Exit Terminal with Credit Card w/intercom and receipt feature</td>
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<tr>
<td>4</td>
<td>Proximity Card Readers</td>
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<td>2</td>
<td>Fee Computers Machine Readable w/fee display</td>
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**Access and Revenue Equipment Sub Total**

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**Freight**

**Project Total**

* FACTA and PCI ver 1.2 Compliance required
## C. Garage “C”

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**Access and Revenue Equipment Sub Total**

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<td>1</td>
<td>Booth Removal</td>
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**Freight**

**Project Total**

* FACTA and PCI ver 1.2 Compliance required
### D. Lot “D”

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**Access and Revenue Equipment Sub Total**

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**Freight**

**Project Total**

* FACTA and PCI ver 1.2 Compliance required
## E. Lot “E”

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<td>4</td>
<td>Standard 4 x 7 cashier booths</td>
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</tbody>
</table>

**Access and Revenue Equipment Sub Total**

| 1   | Electrical (if applicable)                |           |                    |                     |
| 1   | Site Construction (if applicable)         |           |                    |                     |
| 1   | Installation                              |           |                    |                     |
| 1   | New Booth installation five (4)           |           |                    |                     |
| 1   | Old Booth Removal five (4)                |           |                    |                     |

**Freight**

**Project Total**

* FACTA and PCI ver 1.2

## F. Parking Office

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<td>CISP/PCI Central Credit Card Processing Software *</td>
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<td>Frequent Parker / Debit Software *</td>
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<td>Accounts payable/receivable software</td>
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<td>Remote Workstation Software</td>
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**Freight**

**Total**

* FACTA and PCI ver 1.2
## G. Future D Lot Valet System

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<th>Qty</th>
<th>Description</th>
<th>Unit MSRP</th>
<th>Unit Proposal Cost</th>
<th>Total Proposal Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Valet Cashier Terminal *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Valet Software *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Revenue System Interface *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Valet Kiosk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Freight**

**Total**

* FACTA and PCI ver 1.2 compliance required
8.0 Warranty/ Preventative Maintenance

Refer to Section 4 letter N: Warranty – the first two years of warranty and support are included in your proposal. The following table should be used to indicate the proposal for the optional warranty in years three through six.

A. Warranty

<table>
<thead>
<tr>
<th>Year</th>
<th>Garage “A”</th>
<th>Garage “B”</th>
<th>Lot “D”</th>
<th>Lot “E”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Three</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Five</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Five</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Six</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Preventative Maintenance

Describe the activities included in your proposal that constitute an effective preventative maintenance program on the access control and the revenue control system. This includes equipment and software maintenance.

<table>
<thead>
<tr>
<th>Year</th>
<th>Garage “A”</th>
<th>Garage “B”</th>
<th>Lot “D”</th>
<th>Lot “E”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Two</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Three</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Year Five</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Year Five</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Six</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.0 Spare Parts

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit MSRP</th>
<th>Unit Proposal Cost</th>
<th>Total Proposal Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Spare Note Dispensing Cassettes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Spare Note Vaults for Pay Station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Spare Gate Arms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Spare Universal Transports for Ticket Dispenser, Pay Station, Exit Verifier, CC Only Pay Station</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ticket Dispenser CPU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pay Station CPU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pay Station Receipt Printers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.0 Training

Referring to Section 4 letter D please provide your proposed pricing for the 70 hours of total training. In addition, please provide the hourly rate for any additional training that may be requested.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Unit MSRP</th>
<th>Unit Proposal Cost</th>
<th>Total Proposal Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50 Hours of Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>20 Hours of Training 30 days after System Start up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hourly Rate for Additional Training not included in proposal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11.0 Optional Systems
A response or proposal to this section is not required but is strongly encouraged.

We request the vendor to submit a list of any ideas for equipment and technology that may be beneficial to the operations of the parking facilities at the T F Green Airport but was not mentioned in the above RFP. The list may include the following; however, the list below should not be meant to limit the response to this section.

A. License Plate Recognition (LPR)
In addition, we request the vendor to propose a price for a License Plate Recognition System (LPR) for Garages A, B, C, Lot D, and Lot E. The intent of this system is to capture a vehicles license plate/image on the front and back of the vehicle as it enters, store the plate/image it in a database, have the ability to view the plate/image when exiting, and to verify the fee matches the image. Besides having the ability to view an image/plate, all images/plates shall be time stamped on entry and exit.

1. System Operation
   a. The entry cameras shall become active when the vehicle is present on the arming loop at this time a time stamped image will be taken of the plate and stored in the database
   b. The exit cameras shall become active when the vehicle is present on the arming loop at this time the image will be time stamped, queried, matched in the database and displayed on the monitor in the attendant booth
   c. Before the transaction is started, the attendant will verify the license plate images on the monitor and verify the plate and the ticket match

2. System Requirements
   a. All lanes that utilize ticket dispenser will be outfitted with two lights and cameras
   b. All lanes that have a fee computer will be outfitted with two lights and cameras
   c. All lanes that are automated will have two lights and cameras
   d. All exit lanes where attendant booths are present, each booth will be outfitted with a flat panel touch screen viewing monitor for image/plate verification by cashier
   e. The database shall have the ability to query license plates, calculate a rate based on the duration of stay, and allow for supervisor interaction, and override, cashier verification of matching image/plate.
   f. The monitor shall display the entry/exit plate image(s), duration of stay, a calculated fee based on the entry/exit time stamps and allow the cashier to verify the match
   g. The parking office located in Garage “A” will house the database server which will store the images/plates
   h. The system shall be able to sort plates alpha or numerically
   i. The system shall be able to sort plates by lane
   j. The system shall be able to sort plates by lot
   k. The system shall have an override feature which will allow interaction the manager
   l. The system shall have the ability to report exception transaction
This proposal shall have line item pricing and included but not limited to; all necessary equipment, parts, cement work, electrical, wire pulls, and training to deliver a functional LPR system.

**B. AVI**
The intent of AVI technology is to control commercial traffic on the upper and lower roadway, RIAC would like a proposal to supply all hardware, software, construction and installation for an AVI system to monitor select commercial vehicles on the mention roadways. This system shall be part of the access control system which is mentioned in this RFP. The roadway AVI system shall at a minimum have the following feature

- Access groups
- Reader groups
- Payables feature
- Receivable feature
- Card activity report
- Group activity report
- Credit card on file
PROFESSIONAL SERVICES AGREEMENT

for

(ENTER TYPE OF SERVICES)

Contract No. 22234

PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the “AGREEMENT”), entered into as of (ENTER DATE OF AGREEMENT), by and between (ENTER CONTRACTOR NAME AND ADDRESS), (hereinafter referred to as “CONTRACTOR”) and the Rhode Island Airport Corporation (hereinafter referred to as "RIAC"),

WITNESSETH THAT:

WHEREAS, RIAC has a need for professional services associated with (ENTER BRIEF DESCRIPTION OF SERVICES) and related services as detailed in Exhibit B (hereinafter referred to as the "SERVICES") for (ENTER AIRPORT OR AIRPORTS NAME) (hereinafter referred to as the "AIRPORTS");

WHEREAS, RIAC has the authority to contract for such professional SERVICES; and

WHEREAS, CONTRACTOR represents that it is experienced and has the capability to perform such SERVICES;

NOW THEREFORE, the parties do mutually agree as follows:

1. ENGAGEMENT OF CONTRACTOR

RIAC hereby engages CONTRACTOR and CONTRACTOR hereby agrees to do, perform and carry out the SERVICES in accordance with this AGREEMENT upon RIAC providing written authorization to proceed. The term of this Agreement shall be for _________________. (INSERT TERM INFORMATION)
2. **TASK ORDERS AND SCOPE OF SERVICES**

Task orders, in the general form shown on Exhibit "A", shall be used to describe the parties' mutual agreement on the scope of services, schedule, compensation and any other particulars ("Task Orders"). Task Orders are binding only after acceptance and execution by duly authorized representatives of both parties. Each Task Order shall govern the parties' rights and obligations with respect to each assignment, but all within the framework of this AGREEMENT. In the event of an inconsistency between the terms of any Task Order and the terms of this AGREEMENT, the terms of this AGREEMENT shall govern.

3. **RIAC'S RESPONSIBILITY**

RIAC shall perform and provide the following in a timely manner: (i) place, at CONTRACTOR’S disposal, all available information in its possession pertinent to the SERVICES, including previous reports, drawings, specifications or any other data as may be reasonably required by CONTRACTOR to perform the SERVICES; (ii) give prompt written notice to CONTRACTOR whenever RIAC becomes aware of any information that affects the scope or timing of CONTRACTOR’S SERVICES, or any defect in the CONTRACTOR SERVICES; and (iii) obtain, on behalf of CONTRACTOR, access to all public and private property as necessary for the performance of the work to be undertaken by CONTRACTOR pursuant to the SERVICES, and any Task Order issued pursuant thereto.

4. **CHANGES/AMENDMENT**

No changes or amendments to this AGREEMENT or any Task Order shall be made unless agreed to in writing by both RIAC and CONTRACTOR. No restrictions, promises, warranties, covenants or undertakings shall exist other than those expressly set forth in the AGREEMENT or any duly executed Task Order.

5. **STANDARD OF CARE/WARRANTIES**

CONTRACTOR shall exercise the same degree of care, skill, and diligence in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. CONTRACTOR warrants that: (i) it has the authority and right to enter into this
AGREEMENT and any Task Order, to perform services and provide materials, information and deliverables hereunder, and that its obligations hereunder are not in conflict with any other CONTRACTOR obligation; (ii) each of its employees has the proper skill, training and background necessary to accomplish their assigned tasks; (iii) all services will be performed in a competent and professional manner, by qualified personnel authorized, as necessary under applicable State and Federal laws to perform the work necessary to complete the SERVICES, and will conform to RIAC’s requirements hereunder and all applicable State and Federal laws; (iv) neither any deliverables, information, or materials, nor the performance of any services by CONTRACTOR will infringe upon or violate the rights of any third party and RIAC shall receive free and clear title to all works, materials, information and deliverables prepared and/or developed in connection with this AGREEMENT; and (v) RIAC shall have the right to use for its own purposes, any ideas, methods, techniques, materials and information provided to or otherwise obtained by RIAC as a result of this AGREEMENT, without restriction, liability or obligation, except as may be specified herein.

6. INSURANCE

CONTRACTOR shall maintain the insurance coverages specified on Exhibit "C" during the term of this AGREEMENT.

7. SUBCONTRACTORS

(a) Without limiting the ability of CONTRACTOR to hire SUB-CONTRACTORS or subcontractors in accordance with this AGREEMENT, RIAC shall have the right to require CONTRACTOR to engage SUB-CONTRACTORS or subcontractors (reasonably acceptable to CONTRACTOR) to perform any of the work required for the successful completion of the SERVICES or any Task Order under this AGREEMENT.

(b) In the event that CONTRACTOR proposes to engage a SUB-CONTRACTOR or subcontractor to perform work required pursuant to any Task Order, such Task Order shall include the name of each SUB-CONTRACTOR or subcontractor performing the task and a detailed description of the work to be performed by each SUB-CONTRACTOR or subcontractor. Reference to any
SUB-CONTRACTOR or subcontractor in an approved Task Order executed in accordance with this AGREEMENT shall be deemed written approval by RIAC of the SUB-CONTRACTOR or subcontractor, but only insofar as and to the extent that the work to be performed by the SUB-CONTRACTOR or subcontractor is described in such Task Order.

(c) Except as authorized above, none of the services to be provided by CONTRACTOR pursuant to this AGREEMENT shall be subcontracted or delegated, in whole or in part, to any other organization, association, individual, corporation, partnership or other such entity without the prior written approval of RIAC, such approval to be at RIAC’s sole discretion.

(d) CONTRACTOR shall enter into a written agreement with each such subcontractor or SUB-CONTRACTOR pursuant to which each such subcontractor or SUB-CONTRACTOR agrees to be bound by the terms and conditions of this Agreement. RIAC shall have right to obtain a copy of any proposed subcontract upon request.

8. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

(a) In connection with the performance of this AGREEMENT, CONTRACTOR shall cooperate with RIAC in meeting its commitments and goals with respect to the maximum utilization of Disadvantaged Business Enterprises (DBEs). CONTRACTOR shall use reasonable efforts to ensure that DBEs shall have the maximum opportunity to compete for SUB-CONTRACTOR and Subcontractor work under this AGREEMENT in accordance with RIAC's requirements relating to disadvantaged businesses. The stated goal for DBE participation under this AGREEMENT is ten and four-tenths percent (10.04%).

(b) On a monthly basis, in such form as RIAC may require, CONTRACTOR shall provide a written report setting forth the efforts undertaken by CONTRACTOR to comply with the requirements of this section and the level of participation of disadvantaged enterprises in the work undertaken pursuant to this AGREEMENT. Such report shall accompany the monthly invoices for payment submitted by CONTRACTOR.
9. **INDEMNIFICATION**

CONTRACTOR agrees to indemnify and hold RIAC and the State of Rhode Island harmless from and against legal liability for all claims, demands, causes of action, judgments, losses, damages, and expenses to the extent such claims, demands, causes of action, judgments, losses, damages, or expenses are caused by (i) CONTRACTOR’S failure to properly perform its SERVICES under this AGREEMENT or any Task Order, or (ii) the negligent or willful acts, errors or omissions of CONTRACTOR’S officers, employees, agents, or representatives in the performance of SERVICES under this AGREEMENT or any Task Order.

10. **DISPUTE**

(a) In the event of a dispute between RIAC and CONTRACTOR arising out of or related to this AGREEMENT or any Task Order issued hereunder, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute within 15 calendar days of notice, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

(b) Should such negotiation or mediation fail to resolve the dispute within an additional 15 calendar day period, the parties may agree to pursue resolution of the dispute by arbitration in accordance with the Arbitration Rules of the American Arbitration Association; provided, however, in the event the parties are unable to reach agreement to arbitrate under terms reasonably acceptable to both parties, either party may pursue resolution in any State or Federal court seated in Rhode Island and having jurisdiction over such matter. CONTRACTOR consents to the personal jurisdiction of such courts.

(c) Unless this AGREEMENT is otherwise duly terminated, during the pendency of any dispute, the parties shall continue to fulfill their respective obligations hereunder.

11. **DOCUMENTS PROPERTY OF RIAC**

All documents, data, plans, reports and other materials prepared by CONTRACTOR under this AGREEMENT shall become the property of RIAC and, at RIAC’s option,
shall be provided to RIAC in the electronic medium specified by RIAC (provided CONTRACTOR has such capability); provided, however, that CONTRACTOR shall have the right to retain copies of such documents and other materials for its records.

12. DATA TO BE FURNISHED TO CONTRACTOR

All data, reports, records, plans, maps and other information as are available, in RIAC's custody, and necessary to carry out the SERVICES under this AGREEMENT shall be furnished to CONTRACTOR, without charge by RIAC, in a timely manner. RIAC shall coordinate with and assist CONTRACTOR in obtaining all other information necessary to carry out the SERVICES.

13. COORDINATION BETWEEN RIAC AND CONTRACTOR

(a) Continuing coordination and communication shall be maintained between CONTRACTOR and RIAC to ensure the timely completion of the SERVICES. To expedite such coordination and communications, RIAC shall designate a staff member as its representative to whom CONTRACTOR shall direct all correspondence, progress reports, requests for information or assistance and other materials.

(b) The CONTRACTOR’S designee, identified on the applicable Task Order, shall serve as the representative of CONTRACTOR for the SERVICES and he/she or another CONTRACTOR staff member acceptable to RIAC shall attend all meetings upon the reasonable request of RIAC.

14. PERSONNEL

CONTRACTOR represents that it has, or will obtain at its sole cost and expense, all personnel required to perform the SERVICES required under this AGREEMENT and all Task Orders issued hereunder. Any and all persons engaged by CONTRACTOR to perform the SERVICES shall be considered employees of CONTRACTOR, not RIAC.

15. TIME IS OF THE ESSENCE

The parties hereto agree that time is of the essence with respect to any deadline or schedule set forth in this AGREEMENT or any Task Order
16. COMPENSATION

RIAC agrees to pay CONTRACTOR an amount in accordance with the Fee Arrangements set forth on Exhibit “D” and each Task Order.

17. METHOD OF PAYMENT

(a) The specific method of payment for SERVICES to be rendered (i.e., lump sum, time and materials, etc.) shall be as set forth in Exhibit “D” or as separately established by Task Order. RIAC shall pay CONTRACTOR in accordance with monthly invoices to be submitted by CONTRACTOR. Invoices for time and material type contracts shall cover SERVICES performed during the preceding month and shall be for an amount calculated from the actual number of hours expended on the work by each staff member and the hourly rates specified in Attachment “D-1” to Exhibit “D”. Invoices for lump sum type contracts shall be based on percent complete of total project.

(b) Out-of-pocket (direct) expenses shall be listed separately on any invoice and shall be in compliance with Attachment “D-2” to Exhibit “D”.

(c) Subcontractors are to be considered as a direct expense when invoicing. No CONTRACTOR mark-up will be allowed for subcontractor services.

(d) From the total of the amount determined by RIAC to be payable on an invoice, CONTRACTOR shall deduct a pre-determined percentage as set forth in Exhibit “D”, to be held as retainage and paid by RIAC upon completion of the Project.

(e) RIAC shall pay CONTRACTOR invoiced amounts within thirty (30) days after the date RIAC’s Executive Vice President deems said invoice to represent a true and accurate detail of work performed and expenses. Invoices are due on the 15th of the month or the next business day should the 15th of the month fall on a weekend or State of Rhode Island recognized holiday. Invoices shall be accompanied by supporting documentation as required by RIAC.

18. TERMINATION OF AGREEMENT FOR CAUSE OR RIAC’S CONVENIENCE

(a) This AGREEMENT may be terminated by either party upon written notice in the event of default under this AGREEMENT by the other party; provided,
however, the non-performing party shall have fourteen (14) calendar days from the receipt of the termination notice to cure such default or to submit a plan for curing such default that is acceptable to the other party.

(b) RIAC may terminate or suspend performance of this AGREEMENT for RIAC's convenience upon written notice to CONTRACTOR. CONTRACTOR shall terminate or suspend performance of the SERVICES on a schedule acceptable to RIAC, and RIAC shall pay CONTRACTOR for SERVICES performed.

(c) The provisions of this Article shall also apply to each individual Task Order, separate and apart from any other Task Order, and without terminating or otherwise affecting this AGREEMENT as a whole.

19. NOTICES

Except as provided for otherwise herein, all notices, requests, demands and other communications required or permitted pursuant to this AGREEMENT shall be made in writing and shall be deemed to have been duly given if personally delivered or deposited in the United States mail, first class postage prepaid and addressed as follows:
TO RIAC: Peter Frazier, Interim President/CEO
Rhode Island Airport Corporation
T. F. Green Airport
2000 Post Road
Warwick, RI 02886

TO: (ENTER CONTRACTOR NAME)
(CONTACT NAME/TITLE/ADDRESS)

or to such other person or address as either party may specify by notice given as provided herein to the other party.

20. FINDINGS CONFIDENTIAL

Except as required by law, CONTRACTOR shall not, at any time, divulge to any person any proprietary information or fact relating to the conduct, management or business of RIAC. All information relating to the details of the SERVICES and any other documents, data, plans, reports or other materials provided to or acquired by CONTRACTOR in connection with this AGREEMENT shall be treated as confidential and used only in the performance of the services hereunder for the advancement of the interests of RIAC and the SERVICES. Except as required by law, no documents, data, plans, reports or other materials provided to or prepared or assembled by CONTRACTOR in connection with this AGREEMENT shall be made available to any other individual or organization by CONTRACTOR without prior written approval of RIAC.

21. ASSIGNABILITY

This AGREEMENT shall be binding upon and inure to the benefit of the successors, assigns or affiliates of CONTRACTOR and RIAC. This AGREEMENT may not be assigned by either party hereto, in whole or in part, without the expressed written consent of the other party hereto and any attempted assignment in contravention of this provision shall be void and of no effect.

22. NO THIRD-PARTY RIGHTS

This AGREEMENT shall not create any right in or benefit to parties other than RIAC and CONTRACTOR and their assignees or successors.
23. **NO JOINT VENTURE**

Nothing herein shall be construed to imply a joint venture or principal and agent relationship between RIAC and CONTRACTOR, and neither party shall have any right, power, or authority to create any obligation, express or implied, on behalf of the other.

24. **NONDISCRIMINATION**

CONTRACTOR agrees that, during the performance of this AGREEMENT, it shall not discriminate in its employment practices against any employee or applicant for employment because of the employee's or the applicant's race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability. Any subcontract awarded under this AGREEMENT shall contain a like provision.

25. **AVAILABILITY OF RECORDS**

CONTRACTOR shall keep time and expense records pertaining to the SERVICES performed under this AGREEMENT and make such records available to authorized representatives of RIAC during the term of the AGREEMENT and for a period of not less than three (3) years following the final payment for SERVICES performed under the AGREEMENT.

26. **NO WAIVER**

The failure of either party to enforce any time, or for any period of time, the provisions hereof shall not be construed as a waiver of such provisions or of the rights of such party to enforce each and every provision. No RIAC payment to CONTRACTOR for SERVICES performed under this AGREEMENT shall be construed as a waiver of any rights under this AGREEMENT.

27. **APPLICABLE LAWS**

CONTRACTOR agrees to perform the SERVICES required hereunder in compliance with all applicable local, State and Federal laws and the rules, regulations, and requirements promulgated by RIAC from time to time.
28. **SEVERABILITY**

If a provision of this AGREEMENT is or becomes illegal, invalid, or unenforceable in any jurisdiction, that will not affect: (a) the legality, validity or enforceability in that jurisdiction of any other provision of this AGREEMENT; or (b) the legality, validity or enforceability in any other jurisdiction of that or any other provision of this AGREEMENT.

29. **GOVERNING LAW**

This AGREEMENT shall be construed in accordance with the substantive and procedural laws of the State of Rhode Island, exclusive of its choice-of-law rules.

30. **AUDITS**

The Rhode Island Airport Corporation (RIAC) reserves the right to conduct from time to time an audit of CONTRACTOR’s work performed and all documents and records related thereto.

31. **FAA REQUIRED CLAUSE**

CONTRACTOR, by execution of this AGREEMENT certifies that:

(a) CONTRACTOR is not owned or controlled by one or more citizens or nationals of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United State Trade Representatives (USTR).

(b) CONTRACTOR has not knowingly entered into nor shall CONTRACTOR enter into any contract or subcontract for these SERVICES with a subcontractor that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list.

(c) CONTRACTOR has not procured nor shall CONTRACTOR procure any product nor subcontracted for the supply of any product for use on the SERVICES that is produced in a foreign country on said list.
(d) Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a subcontractor who is unable to certify the above. If CONTRACTOR knowingly procures or subcontracts for the supply of any produce of service of a foreign country on the said list for use under this AGREEMENT, the Federal Aviation Administration (FAA) may direct, through RIAC, cancellation of the contract at no cost to the FAA or RIAC.

(e) CONTRACTOR agrees, by executing this AGREEMENT, it will incorporate this provision for certification without modification in each subcontract issued hereunder. CONTRACTOR may rely upon the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.

(f) CONTRACTOR shall provide immediate written notice to RIAC if CONTRACTOR learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. CONTRACTOR contracts with subcontractors shall require each subcontractor to provide immediate written notice to CONTRACTOR if at any time it learns that its certification was or has become erroneous by reason of changed circumstances.

(g) This certification is a material representation of fact upon which reliance was placed when entering into this AGREEMENT. If it is later determined that CONTRACTOR or its subcontractor knowingly rendered an erroneous certification, the FAA may direct, through RIAC, cancellation of the contract or subcontract for default at no cost to RIAC or the FAA.

(h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a CONTRACTOR is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(i) This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent
certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

32. ENTIRETY

This AGREEMENT together with Exhibits, Task Orders, and attachments hereto, contains the entire agreement between the parties and supersedes any prior or inconsistent agreements, negotiations, representations and promises, written or oral.

33. CAPTIONS

The captions contained in this AGREEMENT are for reference only and are in no way to be construed as part of this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed and intend to be legally bound hereby.

ATTEST

By _____________________________  By _____________________________
Title ____________________________  Title ____________________________
Date _____________________________  Date _____________________________

RHODE ISLAND AIRPORT CORPORATION

By _____________________________  By _____________________________
Title ____________________________  Title ____________________________
Date _____________________________  Date _____________________________

ATTEST

By _____________________________  By _____________________________
Title ____________________________  Title ____________________________
Date _____________________________  Date _____________________________

CONTRACTOR
Exhibit “A”

SAMPLE TASK ORDER

ENTER TASK ORDER NUMBER
ENTER TYPE OF SERVICES
Contract No. ENTER CONTRACT NUMBER

This Task Order is made as of this (ENTER DATE), under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for (ENTER PSA TYPE OF SERVICES), dated (ENTER PSA DATE) (the "AGREEMENT") between the Rhode Island Airport Corporation ("RIAC") and (ENTER CONTRACTOR NAME) ("CONTRACTOR").

Section A. - SERVICES

A.1. CONTRACTOR shall perform the following services:

(ENTER DETAILED SCOPE OF SERVICES)

(Collectively, “SERVICES”).

A.2. In conjunction with the performance of the foregoing SERVICES, CONTRACTOR shall provide the following submittals/deliverables (documents) to RIAC:

LIST DELIVERABLES

Section B. - Schedule

CONTRACTOR shall perform the SERVICES and deliver the related documents (if any) according to the following schedule:

LIST MILESTONE DATES FOR SCHEDULE

Section C. - Compensation

C.1. In return for the performance by CONTRACTOR of the obligations set forth in this Task Order, RIAC shall pay to CONTRACTOR an amount not to exceed $     , payable according to the following terms:

ENTER PAYMENT TERMS OR CROSS EXHIBIT D TO AGREEMENT

Section D. – SUB-CONTRACTORS

Exhibit A-1
The following describes the scope, schedule and budget allocated to subcontractors and SUB-CONTRACTORS used in performance of this Task Order.

**LIST SUBCONTRACTORS AND BUDGET INFORMATION**

The CONTRACTOR shall ensure that all of the above-referenced SUB-CONTRACTORS agree to carry insurance and to indemnify RIAC on the same terms and conditions as required in the AGREEMENT or any exhibit or schedule thereto.

Section E. – Proposed Organization

**LIST NAME AND TITLE OF PROPOSED STAFF**

Section F. - RIAC's Responsibilities

RIAC shall perform and/or provide the following in a timely manner. Unless otherwise provided in this Task Order, RIAC shall bear all costs incident to compliance with the following:

**DEFAULT TO CONTRACT TERMS**

Section G. - Other Provisions

The parties agree to the following additional provisions with respect to this specific Task Order:

**ENTER OTHER PROVISIONS**

Except to the extent modified herein, all terms and conditions of the AGREEMENT shall continue in full force and effect.

RHODE ISLAND AIRPORT CORP.  (ENTER CONTRACTOR NAME)

By: ___________________________  By: ___________________________

Name: Peter Frazier  Name: ___________________________

Title: Interim President and CEO  Title: ___________________________

Date: ___________________________  Date: ___________________________
Exhibit “B”

TASK ORDER No. 1

ENTER TYPE OF SERVICES
Contract No. ENTER CONTRACT NUMBER

This Task Order is made as of this (ENTER DATE), under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for (ENTER PSA TYPE OF SERVICES), dated (ENTER PSA DATE) (the "AGREEMENT") between the Rhode Island Airport Corporation ("RIAC") and (ENTER CONTRACTOR NAME) ("CONTRACTOR").

Section A. - SERVICES

A.1. CONTRACTOR shall perform the following services:

(ENTER DETAILED SCOPE OF SERVICES)

(Collectively, “SERVICES”).

A.2. In conjunction with the performance of the foregoing SERVICES, CONTRACTOR shall provide the following submittals/deliverables (documents) to RIAC:

LIST DELIVERABLES

Section B. - Schedule

CONTRACTOR shall perform the SERVICES and deliver the related documents (if any) according to the following schedule:

LIST MILESTONE DATES FOR SCHEDULE

Section C. - Compensation

C.1. In return for the performance by CONTRACTOR of the obligations set forth in this Task Order, RIAC shall pay to CONTRACTOR an amount not to exceed $ , inclusive of expenses, payable according to the terms set forth on Exhibit D to the AGREEMENT.
Section D. – SUB-CONTRACTORS

The following describes the scope, schedule and budget allocated to subcontractors and SUB-CONTRACTORS used in performance of this Task Order.

LIST SUBCONTRACTORS AND BUDGET INFORMATION

The CONTRACTOR shall ensure that all of the above-referenced SUB-CONTRACTORS agree to carry insurance and to indemnify RIAC on the same terms and conditions as required in the AGREEMENT or any exhibit or schedule thereto.

Section E. – Proposed Organization

LIST NAME AND TITLE OF PROPOSED STAFF

Section F. - RIAC's Responsibilities

RIAC shall perform and/or provide the following in a timely manner. Unless otherwise provided in this Task Order, RIAC shall bear all costs incident to compliance with the following:

DEFAULT TO CONTRACT TERMS

Section G. - Other Provisions

The parties agree to the following additional provisions with respect to this specific Task Order:

ENTER OTHER PROVISIONS

Except to the extent modified herein, all terms and conditions of the AGREEMENT shall continue in full force and effect.

RHODE ISLAND AIRPORT CORP. (ENTER CONTRACTOR NAME)

By: ________________________________   By: ________________________________
Name: Peter Frazier.                      Name: ________________________________
Title: Interim President and CEO         Title: ________________________________
Date: ________________________________  Date: ________________________________

Exhibit B-2
INSURANCE REQUIREMENTS

A. The Contractor shall be prepared to carry and maintain in full force and effect for the duration of any contract, and any supplements thereto, the insurance specified below. The Contractor will be expected to submit to RIAC a certificate of insurance indicating the existence of the coverage required at the time of contract negotiations for a specific project or service. Should insurance coverages not be documented by the Contractor at time of contract negotiations, RIAC has and maintains the right to consider the firm non-responsive, and to terminate contract negotiations, if necessary.

B. The Contractor shall ensure that insurance shall be provided by or on behalf of all sub-Contractors to cover services performed under any contract, and included in all subcontracts. The Contractor shall not be issued the Notice to Proceed until evidence of the insurance coverage required has been received, reviewed, and approved by RIAC for the Contractor and any sub-Contractor proposed for the project.

C. The Contractor shall provide and maintain, at his own cost, the following minimum insurance:

   a. Motor Vehicle Liability Insurance with limits of $1,000,000

   b. Worker’s Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program

   c. General Liability limits of $1,000,000 per occurrence.

   d. Umbrella Liability limits of $10 million excess of $1,000,000 primary layer for airfield construction inspection services, otherwise $5,000,000

   e. On all policies of insurance, RIAC, the State of Rhode Island, and/or its designated representative shall be named as additional insured, except for Errors and Omissions insurance and Worker’s Compensation
Exhibit “D”

ENTER TYPE OF SERVICES
Contract No. ENTER CONTRACT NUMBER

FEE ARRANGEMENTS

1. (ENTER CONTRACTOR’s NAME) ("CONTRACTOR") fee to perform professional services set forth on an approved Task Order in conjunction with the AGREEMENT shall be invoiced on a not-to-exceed, time and materials basis and at the employee’s actual hourly rate, not to exceed the approved billable rates caps (see Attachment “D-1”) used to perform the work, except in the case of a lump sum Task Order.

2. Reasonable out-of-pocket expenses for telephone calls, computer services, transportation and subsistence, reproduction of reports, express delivery and other services and materials, to include SUB-CONTRACTOR services will be billed at their actual cost, and in compliance with Attachment “D-2”.

3. Prior to initiating any work for SERVICES under this AGREEMENT, CONTRACTOR shall submit, in both electronic and hard copy, a proposed written work scope of services, proposed schedule of completion, list of deliverables, and an fee based on the approved billing rates and reimbursables specified in the AGREEMENT, CONTRACTOR will only proceed when RIAC provides written notice to do so.

4. Invoices are due on the 15th of the month and shall be accompanied by supporting documentation as required. Invoices shall be addressed to:

   Accounts Payable
   Rhode Island Airport Corporation
   2000 Post Road
   Warwick, RI 02886-1533

Exhibit D-1
ATTACHMENT ‘D-1’
ATTACHMENT ‘D-2’

The following has been established as acceptable expenses incurred while conducting RIAC business. It is recognized and anticipated that on certain occasions, circumstances may warrant deviations. In such cases, prior written approval must be obtained by the RIAC Project Manager.

1. Receipts must be submitted for all expenses. Documentation shall include detailed receipts for all expenses (credit card receipts are NOT acceptable). Reimbursable expenses may include the following:

   • The cost of travel. Modes of transportation that will adequately accommodate travel scheduling requirements and that are the most direct and cost effective to RIAC. The cost of air transportation shall not exceed the cost of coach airfare. Airfare will only be reimbursed up to the cost of coach airfare shown on the ticket, and not on the basis of any frequent flyer agreement.
   • Employees will be reimbursed for the use of personal vehicles at the GSA approved rate.
   • Ground transportation includes taxis, rental cars, buses and trains.
   • RIAC will reimburse up to a full size automobile rental when other means of ground transportation would not be deemed cost effective.
   • Parking costs, tolls, and other similar fees.
   • CONTRACTORS conducting business at T. F. Green Airport should park in the hourly parking lot and have their tickets validated by RIAC Staff. RIAC will not reimburse for parking at T. F. Green Airport.
   • All lodging will be at the single occupancy rate and must be supported and documented with detailed hotel receipts.
   • RIAC will pay for reasonable meals and tips. If tips are given, the amount should be reflected on the receipt for the meal.
   • Receipts for alcoholic beverages are NOT reimbursable.
   • All travel and expense reports must be submitted for payment within one (1) month of the travel or expense.
   • RIAC reserves the right to refuse payment of expenses submitted after one (1) month of being incurred.