



CITY OF WORCESTER, MASSACHUSETTS



Administration & Finance
Purchasing Division
455 Main Street – Room 201
Worcester, MA 01608
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October 9, 2020

To All Bidders:

Subject: **RFP No. CR-7465-W1, Parking Violation Processing & Collection Services**
/ Treasurer

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

1. I don't see an area in the price proposal for the residential permitting. Does that mean you want the cost included with the enforcement and payment processing? Also, how many permits does the City issue per year?

Yes, the RPP will be included as part of this RFP. Please see attached REVISED pricing page to be included with the price proposal submission.

Proposers are requested to acknowledge and/or include this addendum with proposal. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

ii. PRICING PAGE - Revised via addendum # 1 (Items 7 & 8 added)

ITEM #	ESTIMATED ANNUAL QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
			City of Worcester		
1	60000	One Parking Ticket	Type 1. Manually Written Tickets and Type 2. Handheld Device Tickets (Bidder must provide one price that includes both types. Do not include separate prices)	\$ _____ EACH	\$ _____ TOTAL
2	25000	Each Notice	Late Notices	\$ _____ EACH	\$ _____ TOTAL
3	40000	Each Notice	Quarterly Notices	\$ _____ EACH	\$ _____ TOTAL
4	25000	Each Item Payment Processed	Lockbox Payments Processed by City/Vendor	\$ _____ EACH	\$ _____ TOTAL
5	25000	Each Item Payment Processed	Payments Processed by City	\$ _____ EACH	\$ _____ TOTAL
6	10000	Each Item Payment Processed	Payments Processed through the Internet	\$ _____ EACH	\$ _____ TOTAL
7	5100	Each Notice	Residential Parking Permit Renewal Notice	\$ _____ EACH	\$ _____ TOTAL
8	3600	Each Permit	Residential Parking Permit (Different permit types and amounts, 1900 vehicle permits. 1600 guest permits and 100 professional service permits)	\$ _____ EACH	\$ _____ EACH
			GRAND TOTAL FOR ALL ITEMS		\$ _____ TOTAL

Payment to the awarded Vendor for ticket processing and collections will be distributed on a 40%/60% basis. A 40% payment will be distributed upon initial entry of tickets and the remaining 60% payment will be distributed upon collection of such tickets. The payment applies to tickets issued and collected during the contract period only.

The City of Worcester will have no further obligations of payment to the Vendor once the contract is terminated.

*This is an aggregate award - bidders must bid on all items in order to be considered.