



**Metuchen Parking Authority
Metuchen, New Jersey**

**REQUEST FOR PROPOSALS
PARKING MANAGEMENT
SERVICES**



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REQUEST FOR PROPOSALS

PARKING MANAGEMENT SERVICES

SECTION I: GENERAL INFORMATION

A) OVERVIEW

The Metuchen MPA (Metuchen Parking Authority) recognizes the importance of the provision of quality parking services to its businesses and residents, and for the on-going and future economic development of the Metuchen Borough. Through this Request for Proposals (RFP), the MPA is soliciting proposals from qualified parking management firms to provide Parking Management Services as detailed herein to augment and enhance the Borough's parking system.

Any interested party who receives the Parking Management Services RFP must provide their company name, contact name, email, and phone number to receive any addendums. Provide your contact information to the Metuchen Parking Authority at metuchen@optimum.net or call 732 548 5553. Please check metuchennj.com regularly for any addendums or notifications regarding the Parking Management Services RFP.

Over the past several years, Metuchen, has seen significant economic growth as evidenced by winning the 'Great American Main Street 2023 Award.' The Metuchen Borough has attracted development that has changed the face of the downtown area with a focus on preservation and revitalization. An influx of new residents has led to increased business for retailers and new restaurants. The Metuchen Train Station, located on NJ Transit's Northeast Corridor line, provides service between the Trenton Transit Center and New York Penn Station.

The MPA is seeking proposals from qualified parking management firms to manage, operate, and administer the MPA's parking system as outlined herein, in a superior manner to improve the delivery of parking services to Metuchen Borough/MPA residents and businesses. The successful Operator shall provide "best practice" management services for the Metuchen Borough/MPA's parking system, including but not limited to the following:

1. Management and light maintenance of the Metuchen Borough/MPA’s municipally owned surface parking lots, on-street parking spaces, and their associated meters and pay stations.
2. On-street parking meter maintenance and revenue collection.
3. Parking permit administration, including implementing and managing a web-based parking permit management system.
4. Customer service, including response to stakeholder and constituent complaints or issues.
5. Coordination of parking matters with local businesses.
6. Event parking planning and coordination.
7. Implementation of municipal parking “best practices” as appropriate.

The facilities to be managed by the Operator include the following: **(See EXHIBIT J: Map of Parking Facilities)**

Off-Street Parking	757 total spaces
Halsey Street	273 spaces
Station Place	51 spaces
New Street	97 spaces
Center Street	36 spaces
Center Street East	60 spaces
NJ Transit North	51 spaces
NJ Transit South	56 spaces
Pennsylvania Avenue	78 spaces
Memorial Parkway	32 spaces
South Main	23 spaces
 On-Street Parking	 254 total spaces
Main Street	Highland Ave
Pearl Street	Hillside Ave
Center Street	Wernick Place
Halsey Street	New Street
Amboy Ave	Station Place

B) Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP.

Together with the other RFP sections, they will apply to the RFP process and the subsequent contract. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the MPA to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful vendor, as accepted by the MPA, will become part of any contract awarded as a result of the RFP.

This RFP does not commit the MPA to award a contract. No other party, including any vendor, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the MPA, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, will not be reviewed. This RFP and the process it describes are proprietary to the MPA and are for the sole and exclusive benefit of the MPA. Any response, including written documents and verbal communication by any vendor to this RFP, will become the property of the MPA.

It shall be the vendor's responsibility to review and verify the completeness of its proposal. The MPA may, after proposals are received and opened, but prior to completing the evaluation of the proposals, provide the opportunity for vendors to provide clarification, if requested by the MPA, regarding their submission. The clarification, if required, shall address only those matters specified by the MPA. The clarification shall not be used for the negotiation of a contract contrary to law.

METUCHEN BOROUGH/MPA employees and officials are prohibited from responding to this RFP or being a party, direct any contract resulting from the RFP and no proposal shall be accepted from, or contract awarded to, any METUCHEN BOROUGH/MPA employee or official who submits a proposal or solicits any contract in which he or she may have any direct or indirect interest.

C) RFP & AWARD SCHEDULE AND PROCESS

The procurement process followed by the MPA is a competitive procurement process pursuant to N.J.S.A. 40A: 11-4.1 et seq. Proposals will be accepted up until **3:00 PM**, in the MPA Office, Metuchen Borough Hall, 500 Main Street, Metuchen, N.J., 08840 on March 6, 2024. Proposals must be mailed to the attention of Gary Wade, Chairman. The proposal should include 1 original copy, signed in ink, and marked to distinguish it from two (2) additional copies. Clearly mark the submittal package with the title of this RFP and the name of the responding firm. Faxed or emailed

copies will not be accepted.

The following is a schedule of dates related to this RFP:

Request for Proposal Issuance	January 16, 2024
Recommended Pre-Proposal Meeting	January 26, 2023*
Request for Information Deadline	February 7, 2024
Deadline for Information Response	February 16, 2024**
Proposal Due Date	March 6, 2024
Shortlisted Interviews if Required	March 18-20, 2024
Selection Date	March 26, 2024
Transition to Management Firm	April 15-May 14, 2024
Awardee Assumes Full Responsibilities	May 15, 2024

***The Pre-Proposal Meeting will be held in the Metuchen Borough Hall, 10 A.M in Council Chambers.**

****Any interested party who receives the Parking Management Services RFP must provide their company name, contact name, email, and phone number to receive any addendums. Provide your contact information to the Metuchen Parking Authority at metuchen@optimum.net or call 732 548 5553. Please check metuchennj.com regularly for any addendums or notifications regarding the Parking Management Services RFP.**

- The MPA reserves the right to amend the RFP based on questions and issues raised prior to the Request for Information Deadline. Companies represented at the Pre-Proposal meeting will receive any such amendments in writing. It is important, therefore, for companies to attend to receive this information.
- Only those RFP responses received prior to or on the submission date and time will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual represents the principal or principals involved in the proposal. RFP responses shall remain binding for a period of ninety (90) calendar days from the stated submitted date.
- The respondent understands and agrees that its proposal is submitted based on the

specifications prepared by the MPA. The respondent accepts the obligation to become familiar with these specifications.

- Respondents are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors, or omissions noted by Respondents should be reported in writing to the MPA. Any prospective respondent who wishes to challenge an RFP specification shall file such challenges **in writing** with the contracting agent **no less than three (3) business days prior to the opening of the proposal**. Challenges filed after that time shall be considered **void** and have **no bearing on** Metuchen Borough/MPA, the contracting unit or the award of a contract pursuant to N.J.S.A. 40A:11-4.1 et seq. In the event the respondent fails to notify the owner of such ambiguities, errors or omissions, the respondent shall be bound by the requirements of the specifications and the respondent's submitted proposal.
- No oral interpretation or clarification of the meaning of the specifications for any services will be made to any respondent. Such request shall be in writing, addressed to Gary Wade, Chairman, MPA. To be given consideration, written requests for interpretation must be received by the Request for Information Deadline, February 7, 2024.
- All interpretations, clarifications and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective Respondents. All addenda so issued shall become part of the specification and proposal documents and shall be acknowledged by the respondent in the proposal by completing the Acknowledgement of Receipt of Addenda form. The MPA's interpretations or corrections thereof shall be final.
- Whenever the estimated quantities of work to be done are shown in any section of this RFP, they are given for use in comparing proposals. The MPA reserves the right to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the MPA to complete the work detailed in the contract. Such an increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.
- The MPA assumes no responsibility or liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the MPA shall be limited to the terms and conditions of the contract. Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing

are required to be all-inclusive. Additional charges, unless incurred for additional work performed at the request of the MPA, are not to be billed and will not be paid.

D) AWARD CRITERIA

It is the MPA's intent to contract with one firm to provide Parking Management Services as detailed herein. The award of a contract for the described services will be made by the MPA's RFP Evaluation Committee and shall be based on the respondent's qualifications including, but not limited to the following:

1. Experience and Qualifications of the Operator (maximum 40 points)

Consideration will be given to Operators demonstrating strong capabilities, experience, and reputation in undertakings similar to those described in this RFP. Operators should convey their experience in managing public parking systems similar to Metuchen, experience with implementing innovative parking management strategies and "best practices" to reduce operating costs and enhance the delivery of parking services as outlined herein. Similar experience will include providing similar services to public sector parking operations. Experience in the Northeast US region is preferred. This section should also include detailed information regarding similar contracts successfully managed by the operator including contract performance, the reliability of services, and public interaction.

2. Project Approach / Management Plan (maximum 25 points)

Proposal responses will be evaluated on the comprehensiveness and quality of the approach of the Operator to undertake the services outlined herein, including the proposed operating plan, transition plan, parking system enhancements, and strategies to improve the delivery of parking services, reduce operating costs and increase revenues. The project approach shall be sufficiently detailed to convey the Operator's understanding of the requirements, staffing levels, organizational structure, and obligations for the successful implementation and operation of this project. Proposals will also be evaluated for clarity/accuracy of the information requested.

3. Cost of Services (maximum 25 points)

Proposal responses will include a cost of services proposal budget for all services outlined

in the RFP. The cost of services proposal budget should also identify innovative and realistic strategies to reduce the Metuchen Borough/MPA's parking system operating costs and enhance parking revenues. Consideration will be given to proposals that present the optimum financial benefit to the Metuchen Borough/MPA over the term of the contract.

4. Financial Capability (maximum 10 points)

Responders will include authoritative documentation of their financial soundness and stability. The Operator should include their last two (2) annual CPA audited financial statements.

Operators may be required to submit additional information and make a presentation of their qualifications and proposals to the selection committee. The MPA will select the firm that it determines provides the most beneficial opportunity to improve the management, customer service, and financial performance of the Metuchen Borough/MPA's parking system.

E) TERMS OF CONTRACT

The contract shall be awarded for a term of five (5) years.

F) PROPRIETY INFORMATION

Information that the Operator wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page of the submittal. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted.

G) RIGHT TO REJECT PROPOSALS

This RFP does not commit the MPA to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The MPA intends to award a contract on the basis of the best interests and advantage to the Metuchen Borough/MPA, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified Operators, or to cancel this RFP in part or in its entirety, if it is in the best interest of the MPA to do so.

H) CANCELLATION / RIGHT TO REMOVE PARKING FACILITES

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP, not cured within 30 days, shall result in immediate cancellation. The agreement may be cancelled by the MPA for any other reason(s) upon 120 days written notice. In the case of termination by the MPA for cause or any other reason, any outstanding costs incurred by the Operator for the Digital Permitting systems for the remainder of the five-year term, will be paid by the MPA.

As some properties within the parking inventory might be of value to the MPA, the MPA shall have the right to remove parking facilities from the management of the Operator. The removal of parking facilities from the management agreement is subject to the following provisions:

1. The MPA will provide the Operator with 90 days written notice pertaining to its intent to remove a parking facility from the management contract.
2. Within thirty (30) days of the receipt of the MPA written notice of its intent to remove a facility from the management agreement, the Operator will prepare a detailed report outlining the operational and management savings associated with the facility.
3. The MPA shall review and may approve the amount of any associated savings from said removal of any facility.

The same procedure would be applied should the MPA add additional properties to the parking inventory. The Operator would be expected to submit a detailed cost budget to add to the parking inventory.

I) PARKING ENFORCEMENT

The Metuchen Borough shall be responsible for all parking enforcement matters, including, but not limited to, issuance of parking violation notices and collection of parking violation fines.

J) ASSIGNMENT

The awarded Operator shall not assign the contract or any part thereof without the prior written approval from the MPA.

K) COST OF SERVICES

The Operator will provide an annual cost of services proposal budget outlining all costs of services to be provided by the Operator as outlined in this RFP for the five (5) years of the term of the contract. The cost of services proposal budget will document the Operator's anticipatory expenses including but not limited to management fee, salaries, insurance, supplies, light groundskeeping, revenue collection equipment maintenance, web-based electronic permitting system and surety bond, overhead and profit. The MPA will be responsible for and directly pay all approved expenses as determined by the MPA, subject to applicable procurement laws.

L) EXTRAORDINARY EXPENSES

The MPA will be responsible for and directly pay all approved extraordinary maintenance, capital repairs, emergency repairs and equipment replacement expenses as determined by the MPA and subject to applicable procurement laws. The MPA agrees to pay the actual extraordinary expenses with no surcharges.

SECTION II: GENERAL REQUIREMENTS

A) LABOR LAWS

The awarded vendor will be required to comply with all applicable laws, including, but not limited to, Labor Laws, Prevailing Wage Rates, and Workers Compensation.

B) LIABILITY REQUIREMENTS

The Operator shall supply and maintain insurance which indemnifies and holds harmless the MPA, its officers, employees, and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than \$1,000,000. Insurance certificates shall name MPA, as additional insured parties.

The contractor shall provide Certificates of the Required Insurance as listed in the RFP, along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Worker's Compensation and Employer's Liability

Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the MPA and Metuchen Borough as additional insured parties. Said Certificates of Insurance shall state specifically that the Indemnification cited in the RFP is guaranteed by the policy. If such statements are not included in the body of the policy, they shall be typed on the face or back of the certificate.

Self-Insured companies shall submit an affidavit attesting to their self-insured status and shall name the Metuchen Borough/MPA as an additional insured as appropriate according to the terms within this RFP.

Other Insurance Coverage

The successful company must furnish the Metuchen Borough/MPA with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

1. Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in force during the life of this contract by the respondent covering all employees engaged in the performance of this contract in accordance with the applicable statute. Minimum Employer's Liability \$100,000.

2. General Liability Insurance

This insurance shall have limits of not less than \$1,000,000 for any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 aggregate for property damage and shall be maintained in force during the life of the contract by the respondent.

3. Automobile Liability Insurance

This insurance covering respondent for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 each accident for property damage, shall be maintained in force during the life of this contract by the respondent.

Bond Requirements

The awarded vendor must provide and maintain throughout the life of the contract the following bonds, payable to the Metuchen Borough/MPA, executed by an insurance company authorized

to do business in the State of New Jersey, and rated at the highest level by nationally recognized rating organizations.

1. Performance bond covering the full and faithful performance of the contract in an amount not less than \$400,000.00.
2. Surety bond covering loss of any money in an amount not less than \$400,000.00.

SECTION III: STATUTORY AND OTHER REQUIREMENTS

The following are mandatory requirements of this bid and contract.

Mandatory Affirmative Action Certification (See, Exhibit A)

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division) and provided below. The contract will include the language included as **Exhibit A** in this specification.

1. Goods, Professional Services and General Service Contracts

Each contractor shall submit to the MPA, **after notification of award but prior to execution** of a goods and services contract, one of the following three documents:

- I. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the MPA and the Division. This approval letter is valid for one year from the date of issuance.
- II. A Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the MPA as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.
- III. The successful respondent shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for the correct

amount made payable to “Treasurer, State of NJ” and forward a copy of the Form to the MPA. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

New Jersey Anti-Discrimination (See, Exhibit B)

The contract for this bid shall require that the contractor agrees not to discriminate in employment and agrees to abide by all anti-discrimination laws including but not limited to N.J.S.A. 10:2-1 as included in **Exhibit B** of this document.

Americans with Disabilities Act of 1990 (See, Exhibit C)

Discrimination based on disability in contracting for the purchase of goods and services is prohibited. If awarded the contract, the contractor is required to comply with the requirements related to the Americans with Disabilities Act as provided in this specification as **Exhibit C**. The contractor is obligated to comply with the Act and to hold the MPA harmless for any violations committed under the contract.

Statement of Ownership (See, Exhibit D)

N.J.S.A. 52:25-24.2 provides that no business organization, regardless of form of ownership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, **prior to the receipt of the bid or accompanying the bid** of said business organization, Respondents shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until the names and addresses of every non corporate stockholder, and individual partner, and member exceeding ten percent ownership, has been listed.

The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.**

Non-for-profit entities should fill in their name, check the non-for-profit box, and certify the form. No other information is necessary.

Proof of Business Registration

Pursuant to N.J.S.A. 52:32-44, the MPA is prohibited from entering into a contract with an entity unless the respondent/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the MPA with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the respondent, who in turn, shall provide it to the MPA prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During contract performance:

1. The contractor shall not enter a contract with a subcontractor unless the subcontractor first provides the contractor with valid proof of business registration.
2. The contractor shall maintain and submit to the MPA a list of subcontractors and their addresses that may be updated from time to time.
3. The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at 629-292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the MPA a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000, for each

proof of business registration not properly provided under a contract with a contacting agency.

Emergency Purchases or Contracts

For purchases of an emergency nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

Disclosure of Investment Activities in Iran (See, Exhibit E)

N.J.S.A. 52:32-55 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Respondents must indicate if they comply with the law by certifying the form. Pursuant to N.J.S.A. 40A:11-2.1 the MPA is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

Non-Collusion Affidavit (See Exhibit F)

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted with the proposal.

American Goods and Products to be Used Where Possible

Only manufactured and farm products of the United States, wherever available, shall be used pursuant to N.J.S.A. 40A:11-18.

Vendor Maintenance of Documentation

Pursuant to N.J.A.C. 17:44-2.2 the Vendor shall maintain all documentation related to products, transactions, or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

Pay to Play – Notice of Disclosure Requirement

Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Assign, Sublet or Transfer Any Rights/Interests

Neither the MPA nor the Contractor shall assign, sublet, or transfer any rights or interest in this Agreement without the prior written consent of the other party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the MPA and the Contractor.

Proof of Licensure

Proof of licensure for providing services in the State of New Jersey, for either the company or the person responsible for the work, shall be provided as required.

Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

Subcontractors

The Operator shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that MPA/Metuchen Borough are

additional insureds on insurance required from subcontractors.

Failure to Enter Contract

Should the respondent to whom the contract is awarded fail to enter in a contract within ten (10) days, Saturdays, Sundays and Holidays excepted, the MPA may then, at its option, accept the proposal of another respondent.

The respondent agrees that said services should be processed regularly, diligently, and uninterruptedly at such rate of progress as will ensure full completion thereof, within the time specified. It is expressly understood and agreed, by and between the respondent and the MPA, that the time of completion of the services described herein is a reasonable time for the completion of it.

Force Majeure

Neither party shall be responsible for any resulting loss or obligation to fulfill duties as specified in any of the terms or provisions of this Agreement if the fulfillment of any term or provision of this Agreement is delayed or prevented by any revolutions, insurrections, riots, wars, acts of enemies, national emergencies, strikes, floods, fires, acts of God, or by any cause not within the control of the party whose performance is interfered with which by the exercise of reasonable diligence such party is unable to prevent. Additionally, if the fulfillment of any of the terms and provisions of this Agreement is delayed or prevented by any court order, or action or injunction or other such agreement, this Agreement shall become voidable by the MPA by notice to each party.

SECTION III: SPECIFICATIONS AND SCOPE OF WORK

It is the responsibility of the Operator to manage and operate the MPA's parking system as outlined herein in accordance with the policies and procedures established by the MPA and in accordance with parking industry standards and best practices.

A) ADMINISTRATIVE

Among the administrative responsibilities of the Operator are the following items:

1. Prepare Monthly Report for Board of Commissioners
2. Attend Monthly Board of Commissioner Meeting
3. Conduct Monthly Management Status Meeting with the MPA
4. Review Policies and Procedures
5. Attend Meetings as Required with Outside Stakeholders / Agencies. Assume one meeting per month.
6. Prepare Monthly Parking Revenue Reports
7. Prepare Monthly Parking Permit Reports
8. Analyze Existing Off-Street Parking Lot Utilization and User Mix
9. Make recommendations for Modification of On-Street Meter Time Limits as Required
10. Analyze Parking Rates – On-Street Meter
11. Analyze Parking Rates – Off-Street Meter & Permit
12. Personnel Administration: The Operator will provide staff to undertake the operation, light maintenance, administration, customer service, and other services of the parking system as outlined herein. The Operator will be required to supply adequate staff, as reviewed by, and agreed to by the MPA, to successfully perform the services as listed herein. The Operator will be responsible for the selection, bonding (where applicable) and training of all employees. The Operator shall assume primary liability for the acts, negligence, and omissions of its employees.
 - a. The Operator shall employ people who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this contract.
 - b. The Operator shall design and implement a training program for its employees that instructs and motivates them to provide excellent service to Metuchen Borough/MPA customers.
 - c. The Operator will have access to an adequate labor pool within thirty (30) miles of the Metuchen Borough.
 - d. The Operator is required to do background checks on all employees prior to employment and provide proof of such to the MPA. Parking personnel will demonstrate high ethical standards of conduct and will observe all written rules and regulations concerning their work assignments as provided by the Operator.

- e. The Operator will ensure that all parking personnel wear MPA approved uniforms and be properly groomed while on duty. The uniform must display an approved insignia that clearly identifies the wearer as being responsible for MPA parking services.
 - f. The Operator shall have a part-time staff person who shall be on-site for a minimum of 16 hours per week, oversee the operation and any employees of the Operator, who shall manage and the operation, ensuring high quality service and employee performance. The Manager shall be trained in the Operator's corporate management training program and be certified by the Operator as competent to perform the duties required by the position.
13. Payroll: The Operator will assume all payroll responsibilities for Operator employees including the collection, payment and depositing of all applicable Federal, State and Local payroll taxes. The operator must pay prevailing wage rates.
14. Purchasing: At the request of the MPA, the Operator will purchase materials necessary to carry out operational functions in accordance with the MPA's public procurement policies. Materials purchased on behalf of and approved by the MPA will be reimbursed on a monthly basis.
15. Revenue: The Operator will collect and deposit revenues from the parking system pursuant to procedures established by the MPA. Should any monies collected by the Operator be lost, stolen, unaccounted for or otherwise removed from the custody and control of the Operator prior to its deposit in the Metuchen Borough/MPA's approved bank account, the Operator shall deposit a like sum of money in the Metuchen Borough/MPA's bank account within ninety-six (96) hours of such loss, theft, or removal. Should said loss, theft or removal be insured or otherwise secured by the Operator, any payments made to the MPA on account thereof shall, if appropriate, be reimbursed to the Operator. The Operator will be liable for all mismanagement of funds by its employees or agents.
16. Reporting: The Operator will ensure proper accountability and internal control of all monies collected and provide financial reports on a weekly basis or as requested. The Operator will maintain accurate records reporting all operational disbursements. The Operator's Manager shall compile, prepare, and deliver at the least, each month (or upon written request at other intervals) to the Metuchen Borough/MPA, a summary report of all operations. The monthly report shall include comprehensive data for each facility, the on-street meter system, pay stations, the permit system, Park Smarter APP, and for any additional parking services. The report will be a key tool that the MPA and Operator will utilize to monitor the delivery of parking services. The Metuchen Borough/MPA and Operator will meet monthly to review the

report.

17. Security: The Operator will cooperate with the Metuchen Police Department as needed to deter undesirable activity at the facilities or that may negatively impact MPAs' parking operations. The Operator will report any unsafe conditions to the Metuchen Police Department in a timely manner.
18. Complaints: The Operator shall respond to public complaints regarding parking management services within twenty-four (24) hours after receipt of the complaint. In the event a report is received alleging an employee of the Operator was discourteous, belligerent, profane, or in any way intimidating, the Operator will submit a written report to the MPA within seven (7) days of the date of the report, outlining the details of the incident and actions taken to address the incident.

B) OFF -STREET PARKING MANAGEMENT SERVICES

The successful Operator shall provide management services of all MPA on and off-street parking assets as outlined herein.

The Metuchen Borough/MP owns the following parking facilities:

Halsey Street	273 spaces
Station Place	51 spaces
New Street	97 spaces
Center Street	36 spaces
Center Street East	60 spaces
NJ Transit North	51 spaces
NJ Transit South	56 spaces
Pennsylvania Avenue	78 spaces
Memorial Avenue	32 spaces
South Main	23 spaces

These facilities are open 24 hours a day, 7 days per week and are not attended. These facilities have a combination of meters and multi- space pay stations. (See **EXHIBIT K: List of Parking Facilities**)

Services To Be Provided

Management and operational services to be provided by the Operator for these off-street facilities include the following:

1. General Maintenance: provide general upkeep and light cleaning services based upon daily, weekly, monthly, and annual inspections acceptable by the MPA to include, but not be limited to, removal of litter, cleaning of signage, and parking equipment. The Metuchen Borough shall provide debris removal services for all debris properly bagged and placed in the designated location for pick-up.
 - a. In connection with overnight and early morning snowfalls, the Metuchen Borough/MPA seeks to ensure that its' parking facilities and sidewalks are free of snow and ice prior to 8AM. The Operator will inspect during/after snowfalls, ice events, heavy rain and other weather events and immediately inform the Metuchen Borough of any additional services that are needed.
2. Repairs: Undertake preventive maintenance and or minor/routine repair and maintenance to the parking equipment including minor / ordinary repairs to the Payment machines and all pay equipment. If meter poles are knocked down, operator is expected to correct or replace them. Note: If repairs can't be performed by the Operator, an outside service contractor procured by the Operator will be used to repair the equipment. Extraordinary repairs and the replacement of any equipment, restorations, and/or structural repairs to facilities is the responsibility of the Metuchen Borough/MPA.
3. Extraordinary, non-routine maintenance expenses and major repairs for the following will be paid by the Metuchen Borough/MPA on a direct basis: structural repairs, and equipment repairs not covered by service maintenance contracts. Nevertheless, it will be the responsibility of the Operator to monitor the equipment and ensure that it is maintained in good working condition. Capital, extraordinary, major repairs, or emergency expense items must be authorized by the MPA.
4. Utilities: The MPA will pay directly for all utilities necessary to operate the facilities. It will be the Operator's responsibility to undertake appropriate measures to reduce utility consumption and make recommendations to improve the energy efficiency of parking facilities. The Operator's responsibility for monitoring light fixtures requires a minimum of one (1) post-twilight visit to the facilities each month, where applicable, to identify any non-working fixtures and report to the Borough.
5. Revenue Collection: All revenues generated from the parking system must be deposited to the

MPA's bank account pursuant to procedures established by the MPA.

- a. The Operator will pick up and deposit daily receipts properly bagged and totaled by the Operator.
- b. The Operator will provide all deposit bags and related materials for the Operator to prepare deposits.

6. Communication: The Operator shall maintain a pre-recorded outgoing telephone message device that contains accurate and current information about the facilities, their locations, parking fees, permits, and the procedure for applying for a permit. Said pre-recorded device shall offer the opportunity to leave a message that staff will return during business hours. The Operator shall provide notification to customers of policy changes, changes in parking fees, construction advisories, and any situations that impact public safety, as necessary.

7. Security: For all parking facilities the operator will provide regular patrols through the facilities two times per day to deter undesirable activity at the facilities or that may negatively impact Metuchen Borough/MPA parking operations, provide customer service and a personnel presence to improve user comfort. These patrols may be subject to modifications based on the security needs and concerns of individual parking facilities.

8. Parking Rates:

- a. The MPA shall establish the rate structure for all parking fees to be charged at the facilities and the allocation of spaces by fee level. The MPA may change the fees and allocations at its sole discretion.
- b. The Operator shall charge only those rates that have been established and approved by the MPA and shall not waive fees for any customers except as the MPA may direct or approve.
- c. If the Operator charges any customer a fee that exceeds the established schedule of rates, the amount by which the actual charge exceeds the established rate shall constitute an overcharge and the Operator, upon demand by the MPA or the customer, shall promptly refund such overcharge to the customer.
- d. If the Operator charges any customer a fee that is less than the established schedule of rates, the amount by which the actual charge is less than the established rate, or the amount that the Operator failed to collect, shall constitute an undercharge and, upon demand by the MPA, the Operator shall pay an equivalent amount to the MPA.

**C) ON-STREET AND OFF-STREET PARKING METER AND PAY STATION
MANAGEMENT, ADMINISTRATION AND MAINTENANCE**

The MPA presently manages for the Borough 254 on-street spaces regulated by IPS credit card-enabled meters and the Park Smarter app. In the surface lots there are a total of 6 IPS pay stations. (See **EXHIBIT K: List of Parking Facilities** and **EXHIBIT M: List of On-Street Meters/Pay Stations**) The MPA has 16 spare on-street meters, as well as spare batteries and paper rolls for the pay stations. The successful bidder will be responsible for all aspects of the operation and management of the on-street and off-street parking meters and pay stations, including maintenance as outlined herein. The awarded Operator will be required to supply adequate staff, as agreed to by the MPA, to perform the services as listed herein.

1. Ensure that all meters and pay stations function properly no less than 90% of the time.
2. Replace/repair any damaged meters and pay stations as required.
3. Maintain all operational meters, pedestals, meter poles, heads, and all other meter accessories in good working condition. Good working conditions are defined as repairing/replacing any defective meter within 24 hours of a report of failure.
4. Inspect and maintain all payment informational stickers on all meters, poles, QR codes, and signs.
5. Ensure poles and pedestals are clean and upright. All Operator employees will be required to immediately report any damaged, missing, or malfunctioning meters or pay stations to the appropriate supervisor.
6. Implement and follow a regular preventive maintenance schedule for all parking meters and pay stations.
7. Maintain a log of all complaints regarding meters and pay stations. The log shall note date, meter / pay station number, location, problem, and name of the person calling in the problem, the tag number of the car (if any), the date the Operator checked the meter, the nature of the problem, and the date it was corrected.
8. Keep the pay stations supplied with paper for receipts to ensure there is no down time.
9. Collect and account for all revenues from all pay equipment. The collection of meters and pay stations is required to be done at least weekly and before the meter is 95% full to ensure no downtime.

10. Reprogram parking meters and pay stations when rates or other changes are required by the Metuchen Borough/MPA.
11. The Operator will be liable for any lost, stolen, unaccounted for or damaged equipment that is provided to the Operator as inventory by the Metuchen Borough/MPA.
12. The Operator shall be responsible for the repair and maintenance of the revenue control system, including all pay-by-space meters, signs, computers, and related equipment.
13. The Operator shall be responsible for using the capabilities of the meters, pay stations and Park Smarter App, including reports generated by the equipment, if applicable, to make sure that the proper fee is collected for each vehicle parked. The Contractor's failure to collect the proper fee for each vehicle shall be considered a breach under the Agreement.
14. The MPA will be responsible and pay directly for any extraordinary, non-routine maintenance expenses and major repairs and or replacements of the pay stations and meters.
15. The MPA reserves the right to explore meter replacement options, including financial alternatives that may be in the best interest of the MPA.

D) PARKING PERMIT SYSTEM MANAGEMENT

The MPA presently issues over approximately 450 permits quarterly to residents, firms, and employees for the MPA's off-street parking facilities. **(See EXHIBIT O: Permit Parking Utilization)** The MPA wishes to convert from a manual, printed permit system to a web-based / on-line permitting system to improve customer service, convenience and efficiency related to the parking permit issuance and management. The Operator will be responsible for all aspects of the purchase, implementation, operation, and management of the electronic permit system. The Operator will supply the system and adequate staff, as agreed to by the MPA, to administer the system. The Operator should include in its proposal for the cost of the provision, implementation, and management of a web-based permitting system that has the following capabilities:

1. Provide for the purchase of permits on-line without having to visit a physical facility.
2. Allow customers to complete an application and upload credential evidence – if required for permits, such as residential permits.
3. Provide ability to change credentials and license plate number registered to a permit on-line.
4. Renew and cancel permits on-line.
5. Provide customers with email or text messages regarding approval or status of a permit.

6. Allow for future permit system based on license plate number and for compatibility, should the MPA/Borough of Metuchen proceed to License Plate Recognition (LPR) technology for enforcement.
7. Allow customers to print their own permits from their own printer or receive permits by mail.
8. Allow for payment via credit card or debit.
9. Allow for compatibility to the Borough/MPA's website.
10. The capital and recurring costs for the purchase and management of the digital permitting system shall be indicated in the 5-year operating budget.
11. The MPA will own the digital permitting system at the end of the 5-year contract.

E) SPECIAL EVENTS

If a special event is scheduled, the Operator may be required to provide additional staffing and make rate changes, as well as provide special event parking management and coordination. These events include, but are not limited to Metuchen Farmers Market, Metuchen Winter Festival, Metuchen Restaurant Week, other special events presented by the Metuchen Downtown Alliance, other festivals, holiday events, board of education events, weather emergencies, infrastructure emergencies, etc.

F) PARKING MARKETING AND COMMUNICATIONS

1. The Operator shall be responsible for the marketing and promotion of the parking facilities to the public or to any individual, group, association or corporation.
2. All marketing efforts are subject to the MPA's approval.
3. On a quarterly basis the Operator will meet with the MPA to assess the financial performance of the parking facilities and present marketing strategies and initiatives to enhance the financial performance of the parking facilities.
4. Provide all parking information for inclusion on the MPA Website and social media accounts.

SECTION IV: SUBMISSION REQUIREMENTS

A) PROPOSERS' INFORMATION

Please provide detailed information on your organization's primary participants and their roles. Provide the name and qualifications of the manager and an organizational chart for the proposed management and staffing structure. Your company must demonstrate that it has the experience and capability to manage and provide the type of parking services outlined in this RFP.

1. Experience and Qualifications

Your company must demonstrate a minimum of five (5) years' experience in the management and operation of municipal or other public governmental parking operations with similar off and on-street facilities as outlined herein. Your company must describe in detail its organization and pertinent experience. Furnish a list of similar operations and facilities that your company is currently operating and/or has operated within the last 5 years. Information on this list shall include the following for each location:

- a. Name and location of parking system and facilities operated.
- b. Dates business was operated.
- c. Summary of Scope of Services and number of parking spaces by facility-type (e.g., on-street, garage, lot).
- d. Annual gross receipts and operating budget; and
- e. Explain the reasons, if any, that your company's agreements for the operation and/or management of municipal parking facilities were cancelled or terminated early.

Names, contact persons, addresses, emails, and phone numbers of references for verification of experience. Your proposal must specifically address the following:

- a. Provide at least three references from current and/or prior municipal / public clients for which you provide or have provided similar services.

Describe your company's experience operating and maintaining on-street meter operations, surface parking facilities, serving downtown business districts, retail and transit stations. Describe your experience in implementing web-based permitting systems, managing of event parking and marketing/advertising of parking operations.

2. Management and Personnel

Describe your proposed management structure for the Parking Management Services

outlined herein and specifically provide the following:

- a. A proposed organizational chart of the management and staffing for operations for the proposed services including names, experience, and qualifications of the manager and other key personnel, including resume of manager and other key personnel. The manager must have experience and qualifications in overseeing multiple facets of parking operations and experience in working in a diverse environment.
- b. A staffing schedule which indicates the proposed staffing for all job categories of the parking system as described herein by shift on weekdays and weekends including titles and responsibilities. A description of the management policies and practices that your company would use in performing its obligations, including supervision, security, and auditing.
- c. A description of the training program for employees, including both the initial instruction on routine duties as well as additional training to enhance job performance.

3. Operations, Transition, and Implementation Plan

Describe your firm's plan for providing the Parking Management Services outlined in this RFP and your plan to transition from the existing operations and implement said services to provide the highest level of service to the MPA, its residents, businesses, patrons, and visitors. The operations, transition and implementation plan should include a description of the following:

- a. Management of off-street parking facilities regulated by meters and multi-space pay stations.
- b. On-street meters and pay station collections, maintenance, and installations.
- c. Collection of monies and accounting, including cash handling, applying financial controls, preparing, and submitting reports to the Metuchen Borough/MPA, addressing employee theft, a description of the internal audit program, and copy of the procedure's handbook.
- d. Web-based permit system implementation and management.
- e. Special event assistance.
- f. Office and personnel administration.
- g. Training and customer service.
- h. Reporting and samples of the effective management reports for an operation of the parking management and related services described herein.

- i. Copies of standard operating procedures for the service are outlined herein.
- j. Staffing and organizational chart for the provision of all services outlined herein.

4. Cost of Services Proposal Budget

Include a Cost of Services Budget proposal for the provision of the Parking Management Services as outlined herein for each year of the five (5) year term of the contract. **(See EXHIBIT Q: Cost of Services Proposal Budget)** The Cost of Services Proposal will include, but are not limited to, the following:

- a. Management Fee.
- b. Operator's insurance.
- c. Employee training.
- d. Uniforms.
- e. Financial services.
- f. Salary or any portion of salary of any person employed during the execution of the services.
- g. Rental of all equipment.
- h. All administrative expenses
- i. Computers, monitors, printers, accessories, or other electronic devices.
- j. Computer Software.
- k. Accounts payable processing fees.
- l. Accounts receivable processing fees.
- m. Payroll processing fees.
- n. Budgeted payroll wages and salaries by employee / staff as described in your organizational and staffing chart.
- o. Federal, state, and local payroll taxes, workman's comp insurance that is required by law.
- p. Office supplies and other consumables.
- q. Tickets, coupons, permits, and other parking media.
- r. Cleaning and custodial supplies.
- s. Repair and maintenance of equipment not covered by warranties.
- t. Online, web based permitting system total cost to be capitalized over the 5-year contract period (include a separate line-item breakdown).
- u. Postage and freight.
- v. Any anticipated third-party agreements.

Add/Alternate Incentive Proposal

To incentivize the marketing and utilization of the Metuchen MPA's parking assets and the efficient management of the parking system, in its Cost of Services proposal the Operator may present an add/alternate incentive proposal. The Operator's incentive proposal will outline revenue or operational cost savings to the Metuchen MPA, resulting from the Operator's improved and efficient management of the parking system. The incentive proposal may also identify additional services that the Operator may provide (for an additional fee) to the MPA, resulting from increased revenues or operational cost savings. Presumably, the incentive proposal would be based on increased parking system profits that exceed a predetermined existing amount, that represents the MPA's existing net parking revenues.

5. Financial Data

In a separate sealed envelope include your last two (2) annual CPA audited financial statements. The Operator's financial statements will be kept confidential to the extent permitted by law except as may be required to defend the MPA against any legal action pertaining to this RFP or arising out of or related to the subject agreement.

6. Authority

Your company shall provide proof that it is now licensed to do business in New Jersey or must obtain such license upon award and prior to the commencement date of the Agreement. Each MBE/WBE participant will provide a copy of its MBE/WBE certification to verify the certification occurred prior to the date this RFP was issued.

EXHIBITS

- A. Mandatory Equal Employment Opportunity Language
- B. New Jersey Anti-Discrimination
- C. Americans with Disabilities Act of 1990
- D. Statement of Ownership Disclosure
- E. Disclosure of Investment Activities in Iran
- F. Non-Collusion Affidavit
- G. RFP Document Checklist
- H. Acknowledgement of Receipt of Addenda
- I. Affirmative Action Regulations
- J. Map of Parking Facilities
- K. List of Parking Facilities
- L. 2023 Facility Revenue
- M. List of On-Street Meters/Pay Stations
- N. IPS Equipment Information
- O. Permit Parking Utilization
- P. Permit Pricing and Parking Rates
- Q. Cost of Services Proposal Budget Form

EXHIBIT A. Mandatory Equal Employment Opportunity Language

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, c.127) and N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Exhibit A Continued:

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal Law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval;
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase and Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purpose of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Business Name: _____

Business Owner Name (print): _____

Business Owner Signature: _____

Date: _____

EXHIBIT B. New Jersey Anti-Discrimination

EXHIBIT B

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract or any subcontract hereunder, or for the procurement, manufacturer, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacturer, assembling or furnish of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Business Name:

Business Owner Name (print):

Business Owner Signature:

Date:

EXHIBIT C. Americans with Disabilities Act of 1990

EXHIBIT C

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER, or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its OWN expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim if any action or administrative proceeding is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Business Name (Print): _____

Representative's Name (Print): _____

Representative's Title: _____

Representative's Signature: _____

Phone: _____

Date: _____

EXHIBIT D. Statement of Ownership Disclosure

EXHIBIT D

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33 as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

PART I - Please indicate the type of business organization:

- Sole Proprietorship (skip Parts II & III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II & III, execute certification in Part IV)
- For-Profit Corporation (any type)
- Limited Liability Company (LLC)
- Partnership
- Limited Partnership
- Limited Liability Partnership (LLP)
- Other (be specific): _____

PART II

The list below contains the names and address of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for individuals) or Business Address

PART III - Disclosure of 10% or greater ownership in the stockholders, partners or LLC members listed Part II

If a respondent has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with relevant page numbers of the filing(s) that contain the information on each such person. Attach additional sheets if more space is needed.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10% or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10% ownership criteria pursuant to N.J.S.A. 52:25-24.2 has been listed. Attach additional sheets if more space is needed.

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for individuals) or Business Address

PART IV - Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the respondent/proposer; that the MPA of Mount Olive is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the MPA of Mount Olive to notify the MPA of Mount Olive in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **MPA of Mount Olive** to declare any contract(s) resulting from this certification void and unenforceable.

Name (Print): _____ Title: _____

Signature: _____ Date: _____

NOTARY

Subscribed and sworn before me this

_____ day of _____ 20_____

Affiant

Notary Public

Print Name/Title

EXHIBIT E. Disclosure of Investment Activities in Iran

EXHIBIT E

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Pursuant to the Public Law 2012, c.25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c.25 that the person or entity listed for which I am authorized to bid/renew:

Respondent/Offeror: _____

- Is not providing goods or services of \$20,000,000 or more in the energy section of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy section of Iran; OR
- Is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy section in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the information below.

Name: _____ Relationship to Bidder/Offeror: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Offeror Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the MPA to notify the MPA in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the MPA of Mount Olive, New Jersey and that the MPA at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print): _____ Signature: _____

Title: _____ Date: _____

EXHIBIT F. Non-Collusion Affidavit

EXHIBIT F

NON COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of Municipality)

in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid proposal

entitled _____, and that I executed the said proposal with full
(title of bid proposal)

authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____

(name of contracting unit)

relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____

Subscribed and sworn to
before me this day

_____, 20__

(Type or print name of affiant under signature)

Notary Public of

My Commission expires _____ 20__

EXHIBIT G. RFP Document Checklist

**METUCHEN PARKING AUTHORITY
RFP DOCUMENT CHECKLIST**

The following is a checklist of items which shall be submitted with the proposal.

	Initial each required entry and submit
1. Acknowledgment of Receipt of Addenda	_____
2. Required Evidence Affirmative Action Regulations*	_____
3. Mandatory Equal Employment Opportunity Language (Exhibit A)	_____
4. New Jersey Anti-Discrimination (Exhibit B)	_____
5. Americans with Disabilities Act of 1990 (Exhibit C)	_____
6. Statement of Ownership Disclosure (Exhibit D)	_____
7. Disclosure of Investment Activities in Iran (Exhibit E)	_____
8. Non-Collusion Affidavit (Exhibit F)	_____
9. New Jersey Business Registration Certificates* (Contractor and Sub-Contractors must be registered at time of contract award)	_____
10. Experience & Qualifications Questionnaire	_____
11. References	_____
12. Work Experience, certifications and licenses as per the Technical Specs	_____

*** Statutorily allowed to be provided with bid OR prior to execution of contract.**

Company Name: _____

Full Name (Print): _____

Signature: _____

Title: _____

Contact Phone Number: _____

Contact Email: _____

EXHIBIT H. Acknowledgement of Receipt of Addenda

METUCHEN PARKING AUTHORITY

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

This form must be submitted whether or not addenda were issued. If no addenda were issued, check the "No Addenda were received box" and complete the signature section.

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<u>Addendum Number/Description</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)

No addenda were received:

Acknowledged for: _____
(Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

EXHIBIT I. Affirmative Action Regulations

REQUIRED EVIDENCE

AFFIRMATIVE ACTION REGULATIONS

P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, the vendor shall be required to comply with the provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the vendor should present one of the following to the Purchasing Agent:

1. Goods, Professional Services and General Service Contracts

Each contractor shall submit to the MPA, **after notification of award but prior to execution** of a goods and services contract, one of the following three documents:

- i. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the MPA and the Division. This approval letter is valid for one year from the date of issuance.
- ii. A Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27 et seq. The vendor must provide a copy of the Certificate to the MPA as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.
- iii. The successful respondent shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of NJ" and forward a copy of the Form to the MPA. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

No firm may be issued a contract unless it complies with the provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.

The following questions must be answered by all Respondents:

1. Do you have a federally-approved or sanctioned Affirmative Action Program? Yes _____ No _____
If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval? Yes _____ No _____
If yes, please submit a copy of such certificate.

The undersigned Vendor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, C127 and agrees to furnish the required documentation pursuant to the law.

Company _____ Signature _____

Title: _____

EXHIBIT J. Map of Parking Facilities

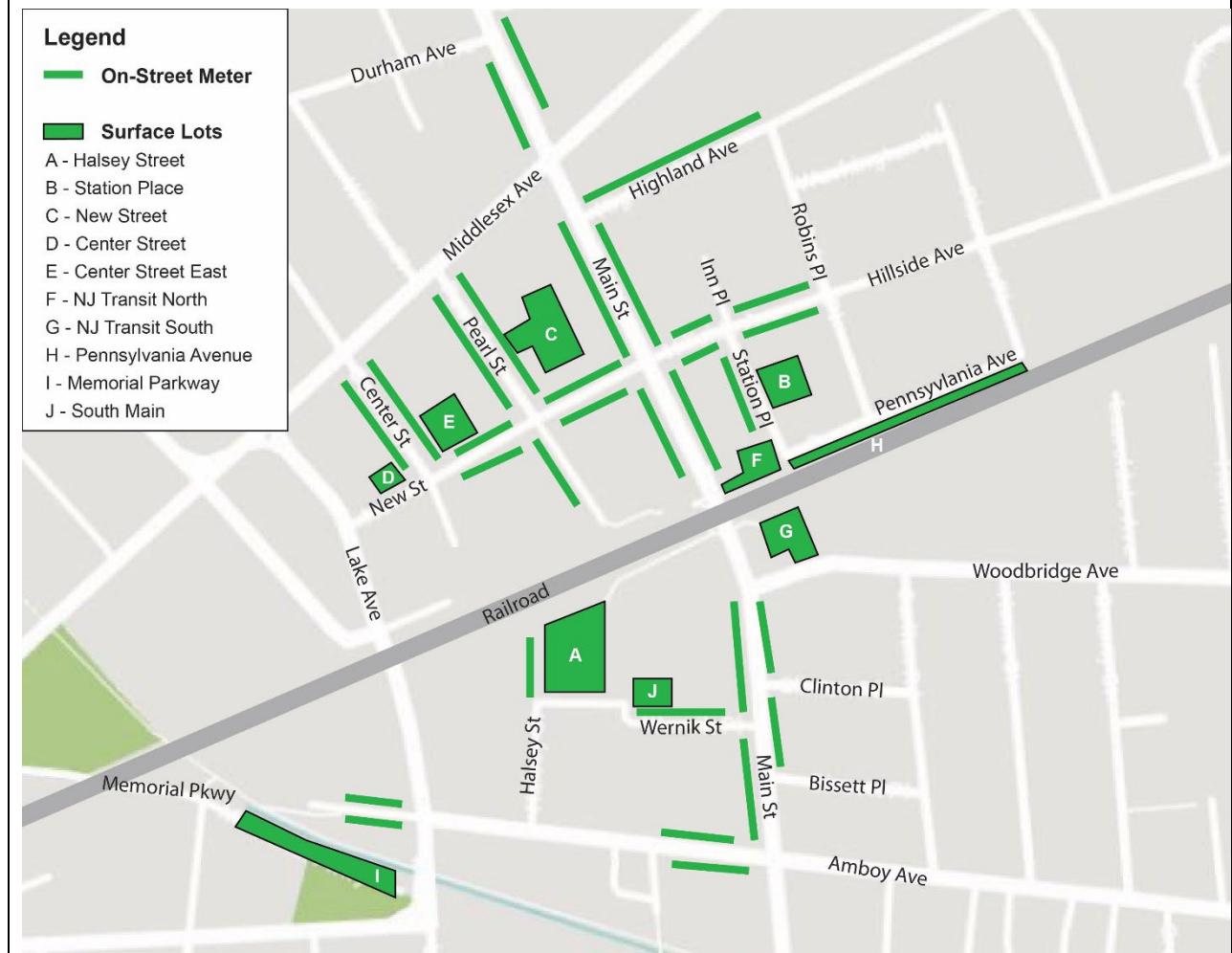


EXHIBIT K. List of Parking Facilities

Facility	Permit	Transient	Total Spaces	Revenue Equipment
Halsey Street	273	0	273	Permits/Meters/Station
Station Place	51	0	51	Permits/Meters/Station
New Street	45	52	97	Permits/Meters/Station
Center Street	36	0	36	Permits
Center Street E	60	0	60	Permits
NJ Transit N	51	0	51	Meters/Station
NJ Transit S	56	0	56	Meters/Station
Pennsylvania Ave	78	0	78	Permits/Meters
South Main	23	0	23	Permits/Meters/Station
Memorial Pkwy	32	0	32	Permits
Total			757	

EXHIBIT L. 2023 Facility Revenue

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10/02/23

Accrual Basis

METUCHEN PARKING AUTHORITY Profit & Loss Prev Year Comparison YTD January 1 through October 2, 2023

Ordinary Income/Expense	Jan 1 - Oct 2, 23	Jan 1 - Oct 2, 22	\$ Change	% Change
Income				
Center St. Lot Pay Station	2,470.08	0.00	2,470.08	100.0%
Station Lot 6 Park Smarter	7,371.82	0.00	7,371.82	100.0%
Station Lot 6 Park Smarter and	1,432.28	0.00	1,432.28	100.0%
40010 - Revenue - Center Street				
40012 - Center St - Permits	18,386.20	18,146.00	240.20	1.3%
40010 - Revenue - Center Street - Other	270.00	166.00	104.00	63.6%
Total 40010 - Revenue - Center Street	18,656.20	18,312.00	344.20	1.9%
40020 - Revenue - Halsey Street				
40022 - Halsey St - Permits	88,436.20	90,824.20	-2,388.00	-2.7%
40021 - Halsey Street - Meters	4,877.10	3,887.50	989.60	25.5%
40024 - Halsey St - Park Smarter	14,146.94	7,099.33	7,047.61	99.3%
Total 40020 - Revenue - Halsey Street	107,459.24	101,811.03	5,648.21	5.5%
40030 - Revenue - New Street				
40032 - New Street - Permits	33,188.60	33,306.00	-117.40	-0.4%
40034 - New Street - Meters	7,815.66	8,877.08	-1,061.42	-12.1%
40035 - New Street - Park Smarter	15,073.54	2,606.78	12,466.76	478.3%
Total 40030 - Revenue - New Street	56,077.80	44,789.86	11,287.94	25.2%
40050 - Revenue - Penn Avenue				
40052 - Penn Avenue - Permits	85,368.12	82,775.50	2,592.62	3.1%
40054 - Penn Avenue - Meters	3,300.37	3,888.87	-588.50	-15.1%
Total 40050 - Revenue - Penn Avenue	88,668.49	86,664.37	2,004.12	2.3%
40055 - Revenue - West Amboy - Permits				
40056 - West Amboy - Permits	889.00	165.00	724.00	438.8%
Total 40055 - Revenue - West Amboy - Permits	889.00	165.00	724.00	438.8%
40060 - Revenue - RR Plaza North				
40064 - RR Plaza North - Meters	12,480.08	10,187.19	2,292.89	22.5%
40066 - RR Plaza North - Park Smarter	27,743.38	30,882.78	-3,139.40	-10.2%
Total 40060 - Revenue - RR Plaza North	40,223.46	41,070.00	-846.54	-2.1%
40070 - Revenue - RR Plaza South				
40072 - RR Plaza South - Meters	15,964.74	21,535.00	-5,570.26	-25.9%
40074 - RR Plaza South - Park Smarter	43,800.50	42,841.23	959.27	2.2%
40076 - Revenue - RR Plaza South - Other	740.83	0.00	740.83	100.0%
Total 40070 - Revenue - RR Plaza South	59,506.07	64,376.23	-4,870.16	-7.6%
40080 - Revenue - South Main Street				
40082 - South Main Street - Permits	30,343.20	27,979.50	2,363.70	8.5%
40084 - South Main Street - Meters	889.14	1,898.18	-1,009.04	-53.2%
40086 - South Main Street - Park Smarter	420.33	329.33	91.00	27.7%
40080 - Revenue - South Main Street - Other	0.00	19.50	-19.50	-100.0%
Total 40080 - Revenue - South Main Street	31,652.67	30,236.51	1,416.16	4.7%
40090 - Revenue - Station Place				
40092 - Station Place - Permits	26,700.00	38,011.75	-11,311.75	-29.8%
40094 - Station Place - Meters	1,875.88	5,440.05	-3,564.17	-65.2%
40096 - Station Place - Park Smarter	8,167.11	7,252.01	915.10	12.6%
40090 - Revenue - Station Place - Other	0.00	270.00	-270.00	-100.0%
Total 40090 - Revenue - Station Place	36,743.00	51,073.81	-14,330.81	-28.1%
40100 - Revenue - Memorial Parkway				
40102 - Memorial Parkway - Permits	5,583.00	6,325.00	-742.00	-11.7%
Total 40100 - Revenue - Memorial Parkway	5,583.00	6,325.00	-742.00	-11.7%
40110 - Revenue - Center Street East				
40112 - Center Street East - Permits	30,836.20	33,864.00	-3,027.80	-9.0%
40110 - Revenue - Center Street East - Other	160.00	4,085.28	-3,925.28	-96.3%
Total 40110 - Revenue - Center Street East	31,000.00	37,949.28	-6,949.28	-18.3%
40120 - Revenue - Bike Lockers				
40122 - Bike Lockers - Permits	217.61	91.66	125.95	138.5%
40120 - Revenue - Bike Lockers - Other	110.50	0.00	110.50	100.0%
Total 40120 - Revenue - Bike Lockers	328.11	91.66	236.45	258.0%

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10/02/23

Annual Basis

METUCHEN PARKING AUTHORITY
Profit & Loss Prev Year Comparison YTD
 January 1 through October 2, 2023

	Jan 1 - Oct 2, 23	Jan 1 - Oct 2, 22	\$ Change	% Change
40200 - Meter Bag Rentals	595.00	1,000.00	-405.00	-40.5%
40210 - Duplicate Permit Fees	15.00	0.00	15.00	100.0%
40500 - Parking Refunds	-60.00	-200.00	140.00	70.0%
43000 - IPS Income	57,151.58	29,908.00	27,243.58	91.1%
45000 - Investment Income	0.00	30.77	-30.77	-100.0%
46000 - Other Miscellaneous Income	1,850.00	0.00	1,850.00	100.0%
47900 - Sales	0.00	305,555.00	-305,555.00	-100.0%
Total Income	610,078.21	796,143.84	-186,065.63	-23.4%
Gross Profit	610,078.21	796,143.84	-186,065.63	-23.4%
Expense				
3000.02 - Salaries - Maintenance	0.00	4,467.25	-4,467.25	-100.0%
3000.03 - Salaries - Administrative	38,478.31	37,838.41	639.90	1.7%
3000.04 - Shared Services - Room	20,000.00	20,000.00	0.00	0.0%
30100 - Professional Fees				
30110 - Legal Fees	10,303.85	8,736.18	1,567.67	17.9%
Total 30100 - Professional Fees	10,303.85	8,736.18	1,567.67	17.9%
50200 - Office Expenses	3,501.04	17,841.78	-14,340.74	-80.4%
50210 - Payroll Service	4,700.41	0.00	4,700.41	100.0%
50250 - Telephone	2,049.98	1,866.13	183.85	9.9%
50350 - Utilities	842.07	0.00	842.07	100.0%
50510 - Pension - Employer Contrib	0.00	4,858.00	-4,858.00	-100.0%
50600 - Insurance	21,900.00	32,000.95	-10,100.95	-31.6%
50600 - IPS Fees	75,000.00	5,848.00	69,152.00	1180.0%
51000 - Parking Lot Lighting	1,478.17	3,375.77	-1,897.60	-56.2%
51100 - Property Rentals	55,485.11	62,087.67	-6,602.56	-10.6%
51150 - Meter Maint & Replacement	1,312.00	1,731.91	-419.91	-24.3%
51250 - Parking Lot Maintenance	2,201.40	7,300.96	-5,099.56	-69.9%
52100 - Borough of Metuchen PILOT	106,555.66	106,666.66	-111.00	-0.1%
Total Expense	483,425.88	445,024.07	38,401.81	8.6%
Net Ordinary Income	126,652.33	351,119.77	-224,467.44	-63.9%
Net Income	126,652.33	351,119.77	-224,467.44	-63.9%

(5)

EXHIBIT M. List of On-Street Meters

Street	From	To	Side	IPS	Non-IPS
Station Place	Hillside Ave	Pennsylvania Ave	W	5	0
Main Street	Library Pl	Middlesex Ave	E	0	3
Main Street	Durham Ave	Middlesex Ave	W	0	7
Main Street	Highland Ave	Hillside Ave	E	17	0
Main Street	Highland Ave	Hillside Ave	W	15	0
Main Street	Hillside Ave	Railroad	E	11	0
Main Street	New St	Railroad	W	10	0
Main Street	Woodbridge Ave	Clinton Pl	E	0	3
Main Street	Railroad	Wernick Pl	W	0	2
Main Street	Clinton Pl	Bissett Pl	E	0	2
Main Street	Wernick Pl	Amboy Ave	W	0	5
Main Street	Amboy Ave	Spring St	W	0	6
Pearl Street	Middlesex Ave	New St	E	15	0
Pearl Street	Middlesex Ave	New St	W	14	0
Pearl Street	New St	Railroad	W	6	1
Center Street	New St	Railroad	E	8	0
Center Street	New St	Railroad	W	11	0
Halsey Street	Amboy Ave	Calvin Pl	E	6	1
Highland Ave	Main St	Robins Pl	N	7	0
Hillside Ave	Robins Pl	Inn Pl	N	8	0
Hillside Ave	Robins Pl	Station Pl	S	0	8
Hillside Ave	Inn Pl	Main St	N	0	2
Hillside Ave	Inn Pl	Main St	S	6	0
New Street	Main St	Pearl St	N	9	0
New Street	Main St	Pearl St	S	9	0
New Street	Pearl St	Center St	N	8	1
New Street	Pearl St	Center St	S	11	1
Wernik Place	Main St	Calvin Pl	N	0	7
Amboy Ave	Greenway	Lake Ave	N	0	8
Amboy Ave	Greenway	Lake Ave	S	0	8
Amboy Ave	Halsey St	Main St	N	0	10
Amboy Ave	Graham Ave	Main St	S	0	3
Total				176	78

EXHIBIT N. IPS Equipment Information

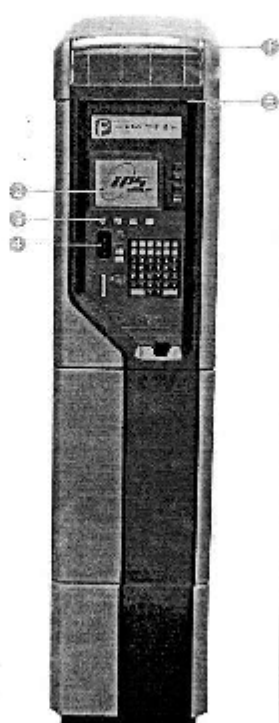
MULTI-SPACE

PAY STATIONS



MSI™ Multi-Space Pay Station

The MSI Pay Station is the latest generation of unattended payment systems from IPS Group. The MSI incorporates the unique features of the IPS meter platform, and was built from the ground up with ease-of-use in mind. With customer-focused features such as IntelliTouch™ transaction processing, users will enjoy a flexible user experience like no other pay station available.



Key Benefits

Flexibility: The MSI is available in pay-by-space, pay and display, and pay-by-plate models. With modular parts, it's easy to swap to a different mode in the future.

Unparalleled Power Efficiency: Environmentally-friendly solar panels and combination battery packs maximize ongoing power.

Customization: Configurable buttons include help screens, alternative languages, max time, and more.

Robust Hardware Design: Highly-secure, stainless steel cabinet with weather and graffiti-resistant powder coating and scratch-resistant armored glass LCD display make it durable and easy to maintain.

Improved Visibility: Blue LED lighting above the display provides enhanced visibility for motorists, technicians, and collections staff.

Customer-Friendly Interface: IntelliTouch™ offers additional flexibility to complete a transaction in any order the user chooses.

Dependability: Wirelessly networked to a web-based SaaS management system. No additional communications hardware or software is required - 3G/4G standard.

Easy Maintenance: Modularly designed with the technician in mind for easy plug-and-play maintenance.

Secure Collections: Unit contains separate maintenance cabinet and collection vault. The cash box is housed in a secure vault that features a six-point locking system and high-security lock.

Future-proof Design: IPS Group's open interface provides seamless integration with third-party systems, such as enforcement, permitting, and ANPR (automatic number plate recognition).

Additional Payment Options: Upgrades to contactless payment and/or EMV-approved card readers.

PHYSICAL FEATURES



Solar panel



Large display



Multi-keypad

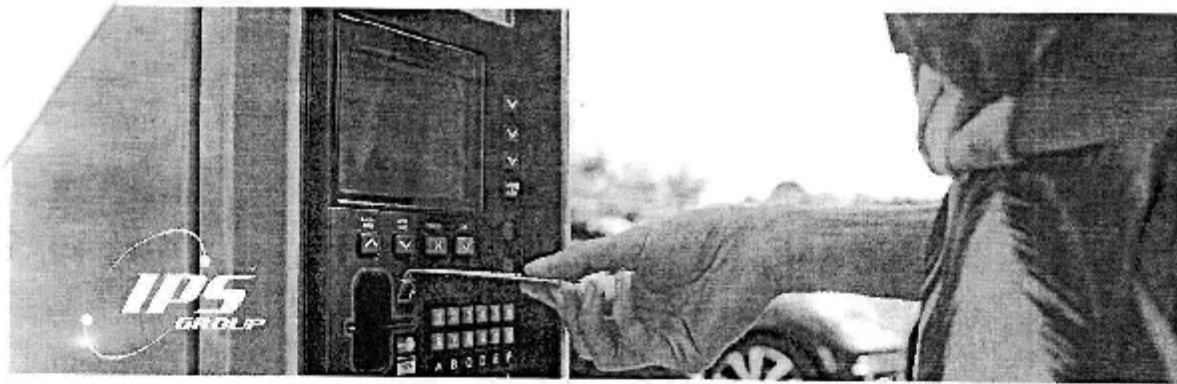


Card reader



LED lighting

4



Technical Specifications

Weight: 175 lbs

Dimensions: 12.5" x 12" x 60" (31.75 cm x 30.48 cm x 152.4 cm); MS1 is compliant with all relevant standards for disabled access.

Power: Solar (standard) or AC

Temperature Range: -40°F to 185°F (-40°C to 85°C); Optional heater (AC units only).

Payment Accepted: Credit and debit cards, smart cards, coins, tokens, pay-by-cell, smart payments through apps like Apple Pay and Android Pay, and optional bill notes.

Cabinet Housing: Uni-body construction. High grade corrosion-resistant stainless steel treated and covered with weather and graffiti-resistant powder coating.

Locks: Cabinet is protected by a six (6) point secure locking system. The outer vault door locks are protected by anti-drill spin disks. Upper and lower housing require separate keys. The collection vault has a dual locking system with a T-bar. Electronic locks available upon request.

Display: Large monochromatic display screen is 320 x 240 pixels and allows for five lines of alpha-numeric or graphical messages. Display is protected by anti-galvanized armored glass (standard feature).

Printer: High-resolution graphic thermal printer allows for customizable graphics, vouchers, and barcodes, which are programmable from the Data Management System (DMS).

Coin Box Capacity: Two options for exchangeable coin box: 2450 coin capacity or 700 coin capacity. "Smart" sensing technology available in both coin box models.

Bill Stacker (optional): 600 bill notes.

For more information on the fully integrated solution from IPS Group, please contact us.
Call for an on-site demo: 877-830-6638
Or visit: ipsgroup.com

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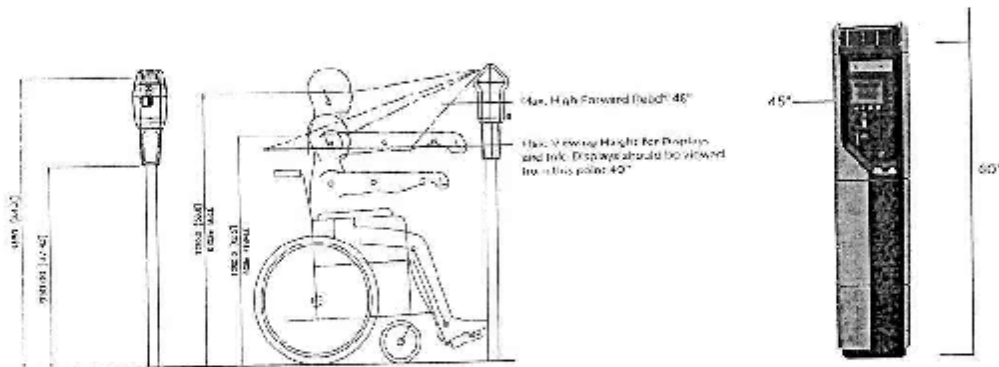
ADA CERTIFICATION

The MS1 Multi-Space Pay Station and M5™ Single Space Parking Meter are compliant with the Federal Americans with Disabilities Act (ADA).

- The pay station screen is positioned at a height of 45"
- IPS meters are ADA compliant as long as the meter poles are cut to the appropriate heights.

ADA - "The force required to activate operable parts shall be 5 pounds (22.2 N) maximum."

The MS1 and M5™ key buttons complies with this requirement. The force to operate the key buttons is typically equal or less than one pound.



Wheelchair
Accessible
Smart Meters



Wheelchair accessible IPS smart meters in the City of Columbus, OH



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For more information about dynamic parking solutions from IPS Group, please contact your sales representative by calling 1 877 630 6638 or visiting IPSGroup.com

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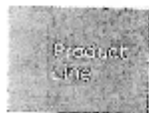
M5 Parking Meter

IPS single-space meters provide customers and their patrons with a simple and consistent parking user experience which is more cost-effective, customer-friendly, and more reliable than alternatives. The patented IPS solution uniquely provides a credit card enabled single-space meter mechanism that retrofits into your current on-street parking meter housing. IPS smart meters offer multiple payment options (credit/debit card, contactless payment, coins, smart card, and tokens), access to real-time data, solar power technology, and a comprehensive web-based management system.



Physical Features

- Universal single-space meter mechanism retrofits almost all single-space meter housings, including Duncan, MacKay, and POM
- Easy retrofit installation takes less than 15 seconds and requires zero modification to existing housing
- Mechanism is protected by zinc alloy meter dome and UV resistant, anti-fog Luxan cover
- Keypad has four easy-to-press mechanical buttons for intuitive payment navigation—rated at more than 250,000 cycles
- Tri-colored LED lights on front and back of meter alert enforcement officers of meter status: paid (green), unpaid (red), and meter fault (yellow)
- Vandal resistant coin slot/chute allows for worry-free operation and quick servicing
- Environmentally friendly solar panel and combination rechargeable/back-up battery pack maximize on-street power
- Proven ability to operate under varying environmental conditions such as snow, sleet, rain, humidity, dust storms, extreme cold, and extreme heat
- RFID technology automatically identifies the meter location and downloads the correct operating parameters when meters are replaced



Model 132



Model 147



Model 795

4

EXHIBIT O. Permit Parking Utilization

Permit Parking Status Report

From: 9/1/2023 To: 10/2/2023

(2)

Location	No. of Spaces	Resident	Non-Resident	Developer	Town Worker	Taxi	Totals:	PerCrt:
Bike Locker	20	3	0	0	0	0	3	15.00%
Center Street	24	21	3	3	0	0	27	112.50%
Center Street East	60	36	7	1	11	0	55	91.67%
Halsey Street	245	97	48	3	11	0	159	64.90%
Memorial Parkway	36	0	7	0	0	0	7	19.44%
New Street	28	8	0	18	42	0	68	242.86%
Penn Avenue	77	22	40	0	1	0	63	81.82%
South Main Street	50	1	1	18	22	0	42	84.00%
Station Place	28	5	0	22	1	0	28	100.00%
West Amboy	10	3	0	0	0	0	3	30.00%
Totals:	578	196	106	65	88	0	455	

EXHIBIT P. Permit Pricing and Parking Rates

SCHEDULE A

CENTER STREET LOTS

8:00 am – 10:00pm Monday thru Saturday
\$1.00/hour for the first two hours
\$3.00/hour for next two hours
Maximum 4 hours
Permit Parking \$270 per quarter

NEW STREET LOT

8:00 am – 10:00 pm Monday thru Saturday
\$1.00/hour for first two hours
\$3.00/hour for next two hours
Maximum 4 hours
Permit Parking \$270 per quarter

STATION PLACE

Monday thru Saturday
\$0.50 per hour
Maximum 24 hours
Permit Parking \$270 per quarter

HALESEY STREET LOT

Monday thru Saturday
\$0.50 per hour
Maximum 24 hours
Permit Parking \$165 per quarter resident
\$270 per quarter non-resident

SOUTH MAIN LOT

8:00 am – 10:00 pm Monday thru Saturday
\$0.50 per hour
Permit Parking \$165 per quarter

PENN AVENUE LOT

Permit Parking \$270 Resident; \$330 Non-Resident

WEST AMBOY LOT PERMIT

Permit Parking \$165 per quarter

MEMORIAL LOT PERMIT

Permit Parking \$165 per quarter
(Rates are not inclusive of any app, credit card or other fees charged)

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EXHIBIT Q. Cost of Service Proposal Forms

Annual Staffing Schedule*

	Rate/Hr.	Annual #of Hours	Annual Cost
Meter Technicians / Collectors	_____	_____	_____
Manager	_____	_____	_____
Permit Clerk	_____	_____	_____
Other Personnel	_____	_____	_____

*Please attach corresponding organizational chart.

Operating Expense Category	Type of Reimbursement	Year 1	Year 2	Year 3	Year 4	Year 5
30-day Transition (Year 1)	Fixed Cost					
Management Fee	Fixed Cost					
Insurance	Fixed Cost					
Vehicle Cost	Budget Amount					
Labor Cost**	Budget Amount					
Payroll Tax & Burden**	Budget Amount					
Uniforms**	Budget Amount					
Printing / Postage / Supplies	Budget Amount					
Phone and Communications	Budget Amount					
Parking Equipment Maintenance (Meter/Pay Station)	Budget Amount					
Online Digital Permitting System	Budget Amount					
Misc Expenses	Budget Amount					
Total Operating Expenses						

**These costs to align with proposed staffing plan.