

COLLEGE OF THE REDWOODS  
**2015-16 Request for Qualifications – Parking Citation Processing Services**

The Board of Trustees of the College of the Redwoods (“Redwoods”) is seeking responses from well qualified vendors to assist the District with Parking Citation Processing services.

As part of this process, we are requesting written responses to this Request for Qualifications (RFQ). Redwoods’ intent is to enter into a non-exclusive contract, in accordance with Redwoods’ standard agreement, copy attached.

1. Mandatory Requirements A response will not be considered unless the Vendor submitting the response meets the following criteria:

Responses must be received in the office at the following address:

Lorie Walsh, Assistant to the Vice President  
College of the Redwoods  
7351 Tompkins Hill Rd  
Eureka, CA 95501-9300

**Responses are due by 2:00 p.m. on August 12, 2015.** Late responses may not be considered. It is the responsibility of the submitting Vendor to make sure the response is delivered to the specified location by the date and time specified above. Responses must be sealed with the envelopes clearly marked in the lower left hand corner “Sealed Response for Parking Citation Processing Services RFQ”.

**The last day to submit questions is July 15, 2015.** Questions will only be accepted in writing delivered by email or sealed envelope. The District will provide a written response to questions by July 17, 2015. Oral communications shall not alter this RFQ, and vendors shall rely only on the written RFQ documents and written responses and written addenda.

Complete, sign, and return the original and one (1) copy. Please e-mail all questions regarding this response to Lorie Walsh, at Lorie-Walsh@redwoods.edu.

This RFQ does not commit the District to award a contract or to pay any costs incurred in the preparation of any response responsive to this request. Redwoods reserves the right to accept all or part of any response or to cancel in part or in its entirety this RFQ. Redwoods further reserves the right to accept the response that it considers to be in the best interests of Redwoods. While price is a consideration, Redwoods reserves the right to award a contract on the basis of its overall evaluation.

It is the policy of Redwoods that no person or Vendor shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against in the award and performance of any District contract on the grounds of race, ethnicity, creed, religion, color, national origin, age, sex, or sexual orientation.

2. Background information College of the Redwoods is a single-college District with approximately 4,000 Full Time Equivalent Students. It is comprised on one main campus located in Eureka, CA and two education centers, one in Fort Bragg, CA and one in Crescent City, CA.
3. Information and General Conditions
  - 3.1 Definitions The terms Redwoods Community College District, College of the Redwoods, the College, the District, or Redwoods, as used in these terms shall be

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construed to include the College of the Redwoods and all employees, officers, and agents of the College of the Redwoods and the Redwoods Community College District.

The term Vendor, Bidder, Responder, Firm, Agency, Proposer, or Contactor as used in these clauses shall be construed to include the Vendor and all employees, officers, and agents of said Vendor.

- 3.2 Signature The response must be signed in the name of the Vendor and must bear the signature of the person authorized to sign responses on behalf of the Vendor.
- 3.3 Award of Contract If a contract is awarded, it will be non-exclusive and will be to the responsible Vendor whose response is deemed by Redwoods to be the best response and whose response best meets the needs of Redwoods. Written notification will be made to unsuccessful Vendors.

Qualified Vendors must be prepared to enter into a contract with Redwoods. The contract will incorporate many standards, terms and conditions referenced in this RFQ. Portions of this RFQ and the Vendor's response may be made part of any resultant contract and incorporated in the contract.

- 3.4 Independent Vendor While performing services pursuant to an Agreement with Redwoods, the Vendor is an independent Vendor and not an employee, officer, or agent of Redwoods. It is mutually understood and agreed that the Vendor, including any and all of its officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of Redwoods.
- 3.5 Disputes Any disputes will be attempted to be resolved by informal mediation. The venue for any dispute shall be Humboldt County Superior Court and no other place.
4. Scope of the Services
- 4.1 Responsibility A Vendor with whom a contract is entered into will be required to provide the services as mutually agreed to in the contract document.
- 4.2 Assurance The Vendor must guarantee that services provided will be performed in compliance with all applicable local, county, state and federal laws and regulations pertinent to this project.
- 4.3 Services Redwoods is seeking a vendor to provide Parking Citation Processing Services. Vendor must provide evidence of relevant experience and expertise in providing parking citation processing services to colleges, universities, or municipalities within the State of California. Vendor must be familiar with California law, and Division of Motor Vehicles and Franchise Tax Board policies and procedures. Vendor should present differing options to process parking citations. One option should include electronic ticket writing devices for District employees and student workers to use to issue citations, and a second option should allow for the use of handwritten parking tickets. It is strongly recommended that the Vendor include a sample of a monthly tracking report and other routine reports that Vendor intends to provide as part of this service. The District is particularly interested in reducing the need for manual

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processing of parking citations and in reducing the overall cost of managing parking citations.

5. Vendor’s Responsibilities

- 5.1 The Vendor hereby represents that it is legally qualified to perform all of the Services.
- 5.2 The Vendor shall keep on file with the College of the Redwoods and deliver upon the execution of the contract or upon request, copies of any relevant licenses and Certificate of Incorporation and current Bylaws.
- 5.3 The Vendor shall protect, save, and hold Redwoods harmless and indemnify Redwoods from and against any and all claims, losses, costs, damages, suits, judgments, penalties, expenses, and liabilities of any kind or nature whatsoever arising directly or indirectly out of or in connection with the services. Vendor shall provide insurance in the form and amount specified in Redwoods’ contract. Redwoods in its sole determination shall decide if the insurance coverage is acceptable to Redwoods.
- 5.4 The District may terminate the contract as provided in the vendor contract.
- 5.5 The Vendor shall not assign the contract or otherwise engage any other organization to perform the work and services to be performed hereunder without express written approval of the Vice President of Administrative Services for College of the Redwoods.

6. Response Requirements

- 6.1 Title Page Indicate “Sealed Response for Parking Citation Processing Services RFQ,” the full legal name of the Vendor, address, type of entity, Federal Taxpayer ID number, the name of the Vendor’s contact person for the purposes of this RFQ, the telephone number of the contact person, email address of the contact person, and the date. The cover sheet must be signed by an owner of, corporate officer of or agent authorized to submit a response to this RFQ.
- 6.2 Description of Services, Background and Staff
  - 6.2.1. Itemize the complete list of Services to be provided.
  - 6.2.2. Note instances where Services exceed the scope or detail requested in this RFQ.
  - 6.2.3. Note instances where Services offered do not meet the requests of this RFQ.
  - 6.2.4. Address instances in which possible cost efficiencies may be gained, quality may be improved or Redwoods may otherwise benefit from accepting your response.
  - 6.2.5. Provide an overview of the types of work and history of your firm. Note the number of employees, total number of clients currently under contract, the number of years your firm has done business in California, and your firm’s most recent annual revenues and the year that the revenue figure represents. Include a high level account of your qualifications as they relate to this response and how they qualify your organization to be the best fit for the Services. Particular attention will be paid to any projects or experience noted at other California community colleges, universities, and municipalities.

6.3 Conflict of Interest

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- 6.3.1. Disclose any personal or business relationship your Vendor has with Redwoods, or with any of the Board Members or officers of Redwoods.
- 6.3.2. Describe any failure or refusal to honor an agreement, including details and dates within the last five (5) years.
- 6.3.3. List any disciplinary or investigative action, including adverse audit results, in the past five (5) years conducted by any professional body or local, state or federal branch of government of your Vendor.
- 6.3.4. List any and all litigation, pending or final, to which you were or are a party that involves consulting services.
- 6.4 References Provide a list of four (4) client references. Include the name of the client, address, telephone, and name of each client's manager. Preference will be given to references who are officials of a California higher education institution. Also, please provide at least three (3) samples of previous work.
- 6.5 Description of Financial Stability Provide documentation of your firm’s financial stability. Upon request, provide up to three (3) years of audited financial statements are required.
- 6.6 Proposed Fee Describe your fee and provide a detailed breakdown of the fee. Describe any services or supplies, such as computer software and the like, that you propose to bill under this fee. Break down fees for services. Rates may be updated annually. The following chart is recommended to assist you with providing your fee schedule. If you propose differing fees per item processed based on volume, then provide the volume ranges and applicable fees.

Description	Purchase Price per item	Annual Fee per item	Fee per item
Electronic citation processing			\$nn
Ticket writing device - purchase	\$nn		
Ticket writing device - rental		\$nn	
Other service			
Other service			
Other service			

**7. Selection Procedures**

- 7.1. All responses will be compared based on the totality of the responder’s presentation regarding the Services. Redwoods reserves the right to award a contract to the vendor who in the sole determination of Redwoods offers a response that described the most efficient and effective plan for providing services.
- 7.2. In determining and evaluating the responses, costs will not necessarily be controlling; the experience of those who will be providing Services, quality, suitability of the services offered, and the reputation of responders will be considered.
- 7.3. After an initial review of each of the responses for completeness, the responders submitting the most highly rated responses may be invited for in-person or telephonic

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interviews prior to final selection, to further elaborate on their responses. Redwoods reserves the right to award a contract without holding interviews.

- 7.4. Upon acceptance of a response, Redwoods shall, by letter, officially notify the successful Vendor of said acceptance and enter into negotiations with the successful Vendor. Redwoods reserves the right to withdraw from such negotiations with the successful Vendor and to rescind its acceptance of the successful vendor's response if Redwoods is unable to conclude the negotiations in a manner satisfactory to the District. Once negotiations have been completed, Redwoods' Board will consider the award of the contract and the successful Vendor will be required to sign the contract and to provide evidence of insurance and any additional documentation required by Redwoods. If a successful Vendor refuses or otherwise fails to sign the contract or to provide evidence of required insurance or any other documentation required by Redwoods within ten (10) days of receipt of the notice of award from Redwoods, Redwoods shall have the right to rescind the award of the contract.
- 7.5. Redwoods shall not be liable for any costs, expenses, or losses, including without limitation loss of business opportunity, claimed or incurred by any party in connection with the preparation or submission of a response in response to this RFQ or otherwise in connection with this RFQ or its modification, postponement or cancellation. All responses become the public record property of Redwoods upon submission.
8. Additional Information The preceding sections shall contain only the information requested. If the Vendor desires to present additional information, such additional information shall be presented in this section of the RFQ. If there is no additional information present, indicate, "There is no additional information to present."

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