

**TOWN OF ARLINGTON
MASSACHUSETTS
PURCHASING DEPARTMENT**

INVITATION TO BID

BID NO. 16-06

Sealed bids, pursuant to the Uniform Procurement Act, Ch. 30B, are invited and will be received by the Town Manager, Town of Arlington, Massachusetts, until **10:00 A.M., Thursday, February 18, 2016**, at the Office of the Purchasing Director, 730 Massachusetts Avenue, Arlington, Massachusetts, at which time and place they will be publicly opened and read for:

**CARDINAL TRACKING: PARKING ENFORCEMENT & PERMITTING
SOFTWARE PACKAGE**

Bids received after this time will not be accepted. Specifications and Proposal Forms will be available and may be obtained at the Office of the Purchasing Director, 730 Massachusetts Avenue, Arlington, MA, 02476 on or after February 3, 2016 and on the Town Website: www.arlingtonma.gov/purchasing.

Proposals must be submitted on forms provided and in a sealed envelope plainly marked:

**BID # 16-06, Cardinal Tracking: Parking Enforcement & Permitting Software
Package**

Certificate of Non-Collusion form must be submitted with bids in order to be considered.

For further information please contact Domenic R. Lanzillotti, Purchasing Officer @ (781) 316-3003.

The Town Manager reserves the right to cancel any Invitation for Bid and/or to reject in whole or in part any and all bids, when it is deemed in the best interest of the Town to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine
Town Manager

February 3, 2016

Town of Arlington

**BID #16-06
PROPOSAL PAGE**

**Cardinal Tracking Parking Enforcement & Permitting Software
Package**

Furnish Cardinal Tracking: Parking Enforcement & Permitting Software to include start up, implementation and training as per specifications and requirements attached.

Vendor must state product bid and submit descriptive literature.

		<u>TOTAL PRICE</u>
1 each	Cardinal Tracking Parking Enforcement & Permitting Software Package	\$_____

Signature_____

Company_____

Business Address:_____

Telephone_____ Fax_____

Email_____

Date_____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**

Town of Arlington
Software Requirements Specification for
Cardinal Tracking Parking Enforcement & Permitting System

1. System Specifications

The Town of Arlington has been successfully utilizing Cardinal Tracking parking software system for several years. As part of a collections system migration, we are seeking the additional Cardinal Tracking software and hardware listed below:

1. T507 – TickeTrak Complete System Tier 1 includes: Base system with one user license plus; Owners, Finance, Export, Appeals, Permits, Holds/Billing, Reserve Lot, One free Users Conference registration
2. T134- TickeTrak Concurrent Multi User License Tier 1 (3 users)
3. TA18 – TickeTrak On-Line Ticket Payment Integration Tier 1
4. TA10 – TickeTrak On-Line Ticket Appeals Interface Tier 1
5. TA09 – TickeTrak On-Line Permit Sales Integration Tier 1
6. TA17 – TickeTrak Mobile Software Bundled w/Handheld and TT Scan
7. TR601 – Trimble Juno T41, yellow, 1.0Ghz, 16Gb, GPS, Bluetooth, WiFi, 8MP Camera, WWAN, WIN 6.5 (quantity 6 units)
8. TR604 – Trimble Juno T41 2 year warranty (quantity 6 units)
9. TR613 – Trimble Juno T41 desktop docking station (quantity 6 units)
10. ZQ510A – Zebra ZQ 510 printer, 3” Bluetooth 4.0 with battery (quantity 6 units)
11. ZQ510N – Zebra ZQ510/520 Printer, 3 year One-Care comprehensive warranty (quantity 6 units)
12. ZQ510M - Zebra ZQ510/520 printer, shoulder strap (quantity 6 units)
13. TT101 – TickeTrak onsite training (quantity 5 days)

Contact Information

Project Manager: Adam Kurowski
Town of Arlington
Information Technology
27 Maple St, Arlington, MA 02476
akurowski@town.arlington.ma.us
781-316-3385

2. Implementation, Training, and Ongoing Support

Vendor proposals should include a comprehensive quote for all aspects of implementation, as included in the line items under System Specifications above. The proposal should also include an implementation timeline:

- approximate dates & times for each step
- specific number hours of training and consulting services
- training methodology (e.g. on-line videos, Webex. Etc.)

- Identify program manager to be assigned to this project and their allocated time to the project
- Describe technical support – e.g., what support is included in the monthly fee, is there 24/7 live support, etc.

3. Proposal Deadline

The Town of Arlington requests that all interested vendors submit their proposals no later than 10:00 am on **Thursday, February 18, 2016** to the following:

Domenic Lanzillotti
Purchasing Director
730 Mass. Avenue
Arlington, MA 02476

All technical and process questions should be emailed to **akurowski@town.arlington.ma.us**.

4. Pricing

All proposals should provide line item pricing to match the System Specifications requested, and the implementation and support services defined.