



TOWNSHIP OF NUTLEY

ESSEX COUNTY • NEW JERSEY

DEPARTMENT OF PUBLIC WORKS

Mayor Dr. Joseph P. Scarpelli

Director

SPECIFICATIONS AND PROPOSALS FOR

Multi Space Parking Pay Stations

**TOWNSHIP OF NUTLEY
ONE KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110**

SEALED BIDS

NOTICE TO BIDDERS

PROJECT: MULTI SPACE PARKING PAY STATIONS
DEPARTMENT: Department of Public Works

Sealed bids will be received by the Township of Nutley, Town Clerk, 1 Kennedy Drive, Nutley, NJ, Essex County, New Jersey on or before 3pm, prevailing time, **Wednesday, December 14, 2016**, in the Commission Chambers, Third Floor, Town Hall, 1 Kennedy Drive, Nutley, New Jersey for:

MULTI SPACE PARKING PAY STATIONS

In accordance with the specifications and proposal forms for same which may be obtained at the Purchasing Department of the Township of Nutley, 1 Kennedy Drive, Nutley, N.J. during regular business hours, 8:30 am — 4:00 pm, Monday — Friday.

All bids shall be addressed to **Town Clerk, Township of Nutley, 1 Kennedy Drive, Nutley, N.J. 07110.** Bids, along with bid securities, must be enclosed in a properly SEALED envelope bearing on the outside the name of the bidder and the NATURE OF THE BID CONTAINED THEREIN.

A Bid Security is required in the amount of ten percent (10%) of the total bid, but not more than \$20,000, in the form of a bid bond, certified check or cashier's check, made payable to the Township of Nutley.

Bidders, when appropriate, shall comply with the provisions of the following laws of New Jersey: N.J.S.A. 34:11-56.25 et seq. (Prevailing Wage Act); N.J.S.A. 52:25-24.2 (Corporation and/or Partnership Owner Information); and any subsequent amendments thereto. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action) and N.J.S.A. 52:32-44 (Business Registration).

The Board of Commissioners maintains the right to reject all bids or proposals, waive any minor defects, and in the case of a tie, award on the basis of reasonable grounds, or accept the bid that in its judgment will be for the best interests of the Township, and consider bids for sixty (60) days after their receipt.

No charge shall be made or recovery made for publishing any official advertising unaccompanied by such statement of price.

BY ORDER OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF NUTLEY

Eleni Pettas, RMC
Municipal Clerk



**Multi Space Parking Pay Stations
Bid Proposal Forms**

**TOWNSHIP OF NUTLEY
NUTLEY, NEW JERSEY**

BID PROPOSAL FORM

MULTI SPACE PAY STATIONS

TO: THE TOWNSHIP OF NUTLEY

The undersigned hereby declares that he/she/they has/have carefully examined the requirements of the specifications contained herein, and propose to furnish and deliver to the Township of Nutley the apparatus listed below;

**SEVEN (7) NEW AND UNUSED
MULTI SPACE PAY STATIONS**

INCLUDING SETUP AND INSTALLATION

Make:_____ Model:_____

Purchase Price: \$_____

Purchase Price: (in words)_____

PROPOSAL BREAKDOWN OF ALL COSTS

- Please also submit with bid a proposal breaking down all associated costs.

There is enclosed herewith the required bid security (Cashier's Check, certified check, or bid bond) to the order of the TOWNSHIP OF NUTLEY in the sum of:

_____ Dollars (\$ _____),
and a duly executed consent from an approved surety company, licensed to conduct business in the State of New Jersey, agreeing to furnish the required bond upon the award of contract.

Name and business address of bidder to whom all formal notices are to be sent:

BIDDER'S AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ being duly sworn, deposes and says that he
resides at: _____

and that he is the _____
(Title)

of _____
(Company Name)

who signed the above Proposal or Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief.

He further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a 10 percent or greater interest therein in compliance with P.L. 1977, Chapter 33, effective March 8, 1977.

Affiant

Subscribed and sworn before me this
_____ day of _____, 20__

Notary Public of _____

My Commission Expires _____



Multi Space Parking Pay Stations Specifications

TOWNSHIP OF NUTLEY
MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

The proposed equipment shall include the following features:

HARDWARE

Pay Station Housing

- Housing shall be minimum 12-gauge zinc-coated cold rolled steel with a powder-coating paint that is baked on and easily cleaned. An additional anti-graffiti coating should be standard.
- Housing shall be of one-piece construction.
- Minimum of four anchor bolts shall be available to secure the pay station. Anchor bolts are not to be exposed outside of the pedestal. If required, a separate mounting cradle shall be available to install pay station in an excavated hole for increased security.
- Housing shall be marked and recognized as a parking pay station with the international logo P on at least two sides of the housing.
- Housing should be available in a variety of colors.
- Solar Panel shall be an integral part of the housing.
- Housing shall have illumination of customer interface including over keypads, in receipt bowls, over instruction panel (if equipped), and behind coin entry.
- Housing shall be equipped with a separate permanent clock display apart from any other display.
- Housing shall be equipped with indicator warning lights for maintenance or collection personnel. Lights shall be visible from a distance of at least seventy-five (75) feet.
- On an AC Mains powered pay station the housing shall be equipped with lighting that indicates the location of the pay station. The lighting shall be able to operate automatically via the pay station software to be on or off at certain times of the day/night. The lighting will indicate the machine is also in service.
- The pay station shall be modular in construction. All major components shall be exchangeable among installed pay stations.
- The pay station shall meet the following standards:
 - EN12414
 - EN60950
 - EN60068-2-52
 - EN60068-2-64
 - EN60068-2-29
 - EN 55022 Level B
 - EN61000-4-2
 - EN61000-4-3
 - EN61000-4-4
 - EN61006-4-6
 - EN61006-4-11
 - EN61006-3-2
 - EN61006-3-3
 - CE Approved
 - Fully RoHS compliant
 - PCI, PA-DSS compliant

TOWNSHIP OF NUTLEY
MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

Physical Security and Lock

- Pay station shall have separate compartments for maintenance and collections. There shall be no access to the money in the cash box when the pay station is open for maintenance or collections.
- Maintenance personnel shall not have access to vault when performing maintenance on pay station
- Pay station shall be equipped as standard with electronic locks for both vault and maintenance compartments.
- Electronic keys shall be unique to the customer.
- Electronic keys shall be tracked in central server software and pay station software.
- No locks shall be exposed beyond the flush mount of the cabinet.
- There shall be no master keys.
- Pay station shall have no access from sides or rear of machine
- Pay station collections shall be made from front of machine for collection personnel safety.
- Pay station shall be vandal-resistant with recessed hinges.
- Pay station shall have the optional capability of additional vault security
- Pay station shall have a programmable audible alarm when there is an unauthorized entry via maintenance housing or vault.
- All pay station doors shall be equipped with sensors that will send a notification, in real-time, to the back-office software alerting personnel to doors being opened or closed.
- Cash Status, Audit Report, Stall Reports, and Revenue Reports shall all be printable at the pay station without opening the housing door; password protection or electronic key entry to reports is mandatory.
- The pay station shall be equipped as standard equipment an on-board 105dB audible security alarm. If an attempt is made to enter the pay station without proper access the alarm will be activated and a report shall be sent in real time to the back office. An option shall be to have the activation of this alarm emailed to appropriate personnel.

LCD Display

- The pay station shall have at a minimum a high contrast monochrome LCD screen that is easy to read in various lighting conditions. Display is backlit and will adjust automatically in various lighting conditions.
- Resolution shall be at a minimum QVGA (320x240) - 5.7 inches diagonal.
- Fully programmable soft keys shall be used to make selections based on instructions on display.
- Programmable softkeys shall be backlit with LED's for ease of use in low light conditions.
- Customer shall have an option to choose the type of tariff first before entering into the transaction mode (if multiple tariffs are available).
- The display and soft keys are used to select options rather than a redundant keypad in the pay and display mode.
- All instructions and rates are to be provided through the LCD display. Additional signage in a replaceable format is required for advertising or additional instructions.

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Additional signage shall not require any tools to remove or replace other than the opening of the maintenance door.

- The pay station shall be capable of displaying up to ten (10) languages selectable by the user
- The display shall be recessed and protected by a Lexan or equal cover.
- The display shall be vandal-resistant, weatherproof, and corrosion-resistant.
- The display shall be modular in construction.
- The display shall have the ability to display at least four menu or rate options simultaneously.
- Various font sizes shall be available.
- All prompts on the pay station shall be user configurable.
- Maintenance personnel shall access service codes/information from LCD screen.
- A separate clock with ¾” numbers shall be available separate from any other display.
- A visual indicator system shall be used for visible warnings to service technicians. The LED lights shall be visible from 75’ away. A flashing red LED means the pay station is out of order, flashing amber LED shall mean an event needs attention and a flashing green LED shall mean the pay station is fully operational.
- An internal operational check shall be performed every 60 seconds (when a transaction is not occurring) and a green flashing LED will be displayed on the visual indicator system indicating the pay station is in good operational order.
- An optional video screen in a 16:9 format (separate from display) shall be available in an AC Mains powered pay station for advertising purposes.

Keypad

- The pay station shall have an alphanumeric, mechanically responsive keypad (if needed).
- The keypad shall be modular in construction
- When a key is pressed, an audible indication (optionally programmed) shall be given to provide feedback to the consumer.
- The keypad shall be vandal-resistant, weatherproof, and corrosion-resistant.
- Additional keys shall be available for cancel transaction or print receipt.

Receipt/Ticket Cup

- The receipt/ticket cup shall be protected by a clear sliding door.
- The ticket shall be visible to the user once dispensed
- The receipt shall be cut above the cup to prevent customer pulling/tearing of receipt off ticket roll.
- Receipt/ticket cup shall be illuminated.

Coin Entry

- Coin entry shall be detected by an electro-magnetic system which controls not only the opening of the inlet but also lighting the area so that it can be seen clearly during hours of darkness.
- Coin slot shall remain closed if a non-metallic object is introduced. Coin slot entry shall be able to be programmed to allow entry of coins during pay periods or closed during non-pay periods.

TOWNSHIP OF NUTLEY
MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

- Coins shall travel in a non-direct path to prevent rodding, fishing or harvesting of coins.

Coin Return Cup

- Coin return cup shall have a sensor to detect when the door to the cup is jammed closed. The pay station shall have the capability of reporting to the central server when the door is jammed.
- The coin cup shall be of sufficient size to allow ease of coin removal.
- The coin cup shall have the ability to prevent materials from being forced into interior of pay station.

Coin Validator/Acceptor

- Pay station shall have a coin escrow to allow consumers to cancel the transaction at any time and have funds returned.
- Coin Validator/Acceptor shall accept at least 15 different coins and tokens. Coin Validator/Acceptor shall be capable of taking multiple currency types if required (e.g.: US and Canada).
- Coin Validator/Acceptor shall reject fraudulent and foreign coins or slugs immediately to a coin return cup.
- Coin Validator/Acceptor shall accept tokens for payment.
- Coin Validator/Acceptor shall accept a test token which can be used to verify the condition of the pay station status. Using a test token will produce a test ticket. Using a test token will not have any value assigned to it and will not affect the audit report. The token will be used to confirm that the main component parts in the pay station - the coin validation system, the printer and main board are functioning. In addition, the test token shall have the ability to produce a printed report on up to four (4) functions including but not limited to test ticket, PSU level, current pay station status, and current transaction report.
- Pay station shall have a programmable option to accept/reject overpayment
- Shall be modular in construction to allow maintenance/cleaning without the necessity of replacing entire mechanism. The coin system should not be considered a consumable part.

Coin Canister

- All denominations of coins shall be held in a securely locked steel coin canister separate from the maintenance compartment.
- The coin canister shall have handles to quickly and easily remove it, and shall have a separate key to open it. Two handles will allow for two persons to carry the box should the weight exceed the safe carrying weight of a single person.
- The pay station shall have a self-locking mechanism upon removal from the housing to ensure no access to the coins.
- The coin canister shall have a minimum capacity of six litres or 4,500 coins (in US quarters).
- Maintenance personnel without keys shall not be able to remove the metal coin canister.

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MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

- The pay station should support a built-in sensor that sends a notification to the back-office software indicating the unit's removal and insertion.
- The pay station shall support notifications to back office for partial and full coin canister
- The area surrounding the coin box shall be armored and have options for additional armor if needed.

Bill Acceptor

- The bill note reader shall electronically accept denominations including: \$1, \$2, \$5, \$10 and \$20
- The machine shall be capable of being upgraded on location to a bill acceptor at anytime.
- The bill acceptor shall be programmable remotely or on site.
- The bill canister shall be housed in the vault area of the pay station.
- The bill canister shall hold up to 1,000 notes before it has to be collected.
- The collector does not have access to the bills in the cash box during the collection process due to the note box being-- locked upon removal. This ensures the transporting of cash is a safe process.
- The canister is easy to remove from the vault area by the collector as it shall be a front loading system.
- Collection personnel will unlock the vault, remove the bill canister and insert an empty canister.
- The canister holding the bills is opened by counting personnel by using a separate, authorized key. The bill canister itself is fully lockable so that only the cash counting staff can access the bills.
- The bill acceptor shall accept notes in any direction.
- The bill acceptor is flush mounted to the front of the meter
- The pay station shall support a built-in sensor that sends a notification to the back-office software indicating the unit's removal and insertion
- The pay station shall support notifications to back office for partial and full bill box
- The area surrounding the bill canister shall be armored.

Credit Card Reader and Operation

- The credit card (CC) reader shall be flush-mounted with no part of the reader protruding outside the housing.
- The CC reader shall only partially ingest the card thereby affording the consumer control of the card at all times.
- The CC reader shall accept and process Visa, MasterCard, Amex, Diner's Card, Discover or any credit cards accepted by the owner and its processor.
- The pay station shall have the capability to accept smart cards in the same card slot as credit cards.
- The pay station shall have the capability to recharge smart cards in the same reader.
- The CC reader system conforms to ISO 7810/7811 and ISO 7816.
- The CC reader authorization is conducted online and in real time (no batch processing, no credit card data stored in unit).
- Credit card management hardware and software is CISP certified

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MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

- Central Management system hardware and software meets PA-DSS (Payment Application Data Security Standard) and PCI-DSS requirements as defined by the PCI Security Standards Council.

Printer

- The printer shall be a high quality thermal printer with a simple paper path and a reliable cutting edge.
- The printer shall be capable of printing variable length tickets.
- The printer shall be capable of being maintained and should not be considered a consumable part.
- The printer shall be capable of making partial cuts.
- The paper roll shall be easily removed and replaced in less than 60 seconds.
- The pay station shall allow report and receipt printing in the field.
- The pay station shall have capacity of producing at least 4,000 tickets/reports (with standard paper) or 5,500 tickets/reports (with ECO paper) prior to replacing a print roll.
- The pay station shall have an option for a second printer with an additional ticket stock of 4,000 to 5,500 tickets
- The pay station shall also have the capability of printing on “sticky-back” tickets
- The pay station shall have the capability when running out of ticket stock in the first printer to automatically prints receipts from second printer if outfitted
- The pay station shall have capability of using two types of ticket stock if using two printers (for example white ticket stock for parking and yellow ticket stock for events)
- The printer shall be capable of printing bar codes on receipts.
- The printer shall be capable of printing different size fonts on the receipt/report
- The printer shall be capable of printing text in the same language as displayed for customer receipts.

Receipt Paper

- The receipt paper shall have the capability to be pre-printed with customized messages on the back and logo watermarks on the front of the receipt.
- The tickets shall be heat-, fade-, and curl-resistant, and must be capable of being left on a vehicle dashboard for extended periods of time.
- Prefer paper to be recyclable.

Power Operation and Recharging System

- The pay station shall operate on battery power with a solar recharging system for the battery.
- A battery voltage check system shall be integrated into the pay station housing and the voltage of the battery must be determined in less than five seconds either by accessing the pay station or by reviewing updates over the Internet.
- Solar panel must be an integrated part of the pay station. No external or add-on panels will be accepted.

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MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

- The battery shall have the ability to power all aspects of the pay station from a coin only operation to a fully equipped pay station with coins, cards, bills, display, contactless reader, and two printers.
- The pay station shall have the ability of printing 5,000 tickets on a fully-charged battery without recharging
- The battery storage area shall be sufficiently large to allow for ease of servicing.
- The pay station shall have the option to operate on 120VAC Mains. AC Mains recharges the battery that operates the pay station. An AC Mains powered pay station shall also be equipped with a heater as standard equipment.
- The pay station shall have the option to operate on dual power mode (AC Mains and Solar).
- The 12VDC battery shall be sealed and require no maintenance.
- The pay station shall be equipped with an on board heater if supplied with AC power.

Environmental/Temperature Specifications

- The pay station shall be able to operate from -4°F to + 140° F (-20° C to +60° C); up to 95% relative humidity (non-condensing) for solar operation and -31°F to + 140° F (-35° C to +60° C); up to 95% relative humidity (non-condensing) for AC Mains with a heater as standard equipment.

CPU

- The CPU shall be specifically designed for operation with the pay station.
- The CPU shall be designed, built and supported by the manufacturer.
- The CPU shall contain flash memory that can record a minimum of 10,000 transactions to allow data to be preserved when power has been removed.
- The CPU shall not require a battery backup to preserve memory.
- The pay station shall use an industry standard operating system.
- The pay station shall be able to automatically adjust its internal clock for Daylight Saving Time changes.
- The pay station software shall be configurable to support multiple languages.

Electronics

- All major components shall be modular and easily serviced using basic tools.
- All electronic plugs shall be physically differentiated and shall only fit one way.

Network Communications

- The pay station shall include a GSM or CDMA modem.
- The pay station shall be capable of two-way communication.
- The pay station shall be able to support Ethernet communication using a LAN connection.

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MULTI SPACE PARKING PAY STATIONS SPECIFICATIONS

SOFTWARE

Payment Options

The pay station shall support the following payment options:

- US Coins with accepted configurable denominations
- Credit Cards with accepted configurable credit cards
- Smart Cards (pre-paid, rechargeable, maintenance, or personalized)
- Contactless Cards
- Mobile Phone Payments

Functional Operating Modes

The pay station shall support the following modes of operation:

- Pay-by-Space

Transaction Process

- Bidder-supplied software should provide management control and reporting of credit card process via Internet.
- The pay station shall be PA-DSS validated for card payments.
- The payment system shall process and reconcile transactions with a PCI compliant credit card processor or gateway.
- Bidders shall meet the Payment Card Industry (PCI) Compliance standards as Service Provider and Payment Application Data Security Standards (PA-DSS) for all hardware and software proposed. All bidders shall provide a letter from a Qualified Payment Application Security Professional (QPASP) or Visa confirming the successful completion of meeting the latest standards. Bidders must also appear on the Visa Web site to be current for both compliant Service Providers and validated Application Vendors.
- The system shall allow partial and full refunds of credit card transactions in either the vendor's own software or with PCI compliant gateway.

Other Software Capabilities

- Ability to set electronic key/password access at the pay station for collection and service personnel.
- Ability to set pay station in off-line mode (do not accept payments).
- Ability to configure credit cards that will be accepted.
- Ability to configure smart cards that will be accepted.
- Enable online "real-time" credit card authorization (with Ethernet connection or modem option).
- Enable/disable issuance of printed refund slip for cancelled bill transactions.
- Allow configuration of special stalls (in Pay-by-Space mode) for exclusion from transient parking on specified days and times.

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Real-Time Credit Card Authorization

- The pay station shall provide the ability to have credit cards processed in real-time only.
- The unique authorization number received from the credit card clearinghouse shall be clearly displayed on the receipt.
- The authorization number shall be available in the back-office software to be used as criteria for credit card transaction searches.
- The pay station shall be configurable to accept or not accept credit card payment in the event that the communication to the pay station becomes temporarily unavailable.
- Assuming adequate communication signals are in place, real-time credit card authorization shall be completed within five (5) seconds typically and within twenty (20) seconds maximum.

Standard Rate Capabilities

Standard rate capabilities shall include:

- Rates by the minute, hour, day, week, and month.
- Special event pricing.
- Different values can be assigned to different hourly increments (for example, first hour at \$1.00; each additional hour thereafter at \$2.00).
- Progressive, regressive, flat, evening, early bird, and holiday rates.
- Programmable minimum and maximum time periods.
- Ability to preset special rate structures up to a year in advance.
- Ability to upload bad card files.
- Incremental rates with minimum increment being one minute.
- Ability to set a minimum credit card value for incremental rates.
- Rate descriptions shall be user configurable up to 20 characters in length.
- The pay station shall be able to display rates and instructions in multiple languages.
- The pay station shall be able to print receipts in same displayed language as an option.
- The pay station shall be able to allow a user to add or delete time using softkeys
- The pay station shall allow the user to select “MAX” time
- The pay station shall allow the user to select either time or value amounts using softkeys.
- The pay station shall allow the user to add time (“topping-up”) using a unique code printed on the receipt.

Pay-by-Space

- The pay-by-space system shall be fully integrated with the back office central server
- The pay station central server shall be able to accept Pay-by-Phone payments for spaces
- The pay station shall support space entry through an alphanumeric keypad which includes a mechanical key with audible feedback for each entry.
- The pay station shall have the capability to allow a user to add time (“topping-up”) using a unique code printed on the receipt.
- The pay station shall allow an enforcement officer the ability to print out paid or expired spaces.

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- The pay station shall allow an enforcement officer the ability to display paid or expired spaces.

Pay-by-Mobile Phone

- The solution shall have an option to pay for parking with a mobile phone in a Pay-by-Space or Pay-by-License Plate deployment.
- If payment was made through a cell phone, the system should be able to notify the consumer through a cell phone prior to the expiration of the parking time.

Management Software Capabilities

The meters need to work with our existing ASLAN Back Office meter management software.

The provider shall have the ability to host the central server system or have the software installed on owner provided system and/or supply a server with back office software installed. Access to software shall be through any secure Web enabled device.

The management software shall have the following capabilities:

- Provide real-time monitoring of all pay stations including events, alarms, and faults.
- Provide secure access to parking data via internet on any secure Web enabled device from anywhere in the world via username and password.
- Provide real-time information via GSM, CDMA, or LAN from pay stations to management software.
- Provide the ability to produce and export reports with Excel, PDF, CSV, XML or HTML formats.
- Provide the ability to send emails to service personnel on select critical alarms.
- Provide the ability to send reports via email to management personnel on a timed basis (e.g.: daily, weekly, monthly, etc.)
- Provide the ability for management to produce various standard reports (supplied) or produce reports on an ad-hoc basis.
- Provide the ability to build non-standard reports.
- Ability to map pay stations using Google Earth or Google Maps giving an overview of machine stock, availability and use.
- The back office shall include options to locate meters on a Google map and export locations to navigation devices for cash collection personnel.
- Allow a custom message on introduction LCD screen.
- Allow a custom message on exit screen.
- Allow a custom message on receipt header.
- Allow a custom message on receipt footer.
- Allow a custom message on refund receipt.
- Allow for the remote upload of rate files to the pay station via the central server.
- Ability to sort through data for the current period and a rolling twelve months.
- Shall have a user account audit trail.
- Shall have the ability to set authorized permissions for access to system data.
- All transactions shall have an incremental sequence ID
- All data shall be check-summed.

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In addition, server software shall have the ability to provide data to/from pay station via compact flash and have adequate security of data through password protection and/or electronic key access. The process to download/upload transactions shall be easily done by on-site personnel.

Pay station shall:

- Enable manual updates and retrieval of information using a portable device such as a compact flash card.
- Have capability to download all configuration and tariff settings.
- Have capability to upload all transactional data.

Management Reports

Bidder should provide samples of all reports to allow for evaluation of reporting features if requested by the Township.

- The pay station shall be able to issue a report from the printer with the following information:
 - Machine serial number
 - Date and time of collection
 - Date and time of previous collection
 - Total amount of money in the collection
 - Total amount of bills
 - Total amount in coins
 - Total amount of credit card payments
 - Total number of tickets issued
 - Pay station firmware version
 - Stall reports showing valid stalls, unpaid stalls, or paid since last stall report

- The pay station shall be able to print a report with the following information:
 - Date of the transactions with “from” and “to” parameters
 - Current Transaction
 - Print Last transaction
 - Current Coin Box
 - Last Coin Box
 - Coin Box History
 - Current Coin Box Counters
 - Last Coin Box Counters
 - Coin Box Counters History
 - Current Note Box
 - Last Note Box
 - Note Box history
 - Current Note Box Counters
 - Last Note Box Counters
 - Note Box Counters History
 - Current Card Audit
 - Last Card Audit
 - Card Audit History

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- Electronic Key Usage History
- Tariff Audit Current
- Tariff Audit Last
- Tariff Audit History

- In the back-office software, reports shall be able to be generated based on the following parameters:
 - Transaction Date
 - Transaction Time
 - Payment Method
 - Rate type
 - Pay Station Number

Remote Management

The capabilities provided through remote management shall include the following:

- The solution shall allow the remote retrieval of audit logs from any web enabled device
- The solution shall allow the remote retrieval of electronic key usage (pay station access)
- The solution shall allow the user to change rates for a single pay station, a group of pay stations or all pay stations

Real-Time Monitoring/Dispatch

The pay station shall provide the ability to monitor at a minimum the following and communicate any malfunctions or supply requirements through e-mail or mobile phone:

- Critical alarms/events (examples):
 - Shutdown due to low battery power
 - Paper out – needs paper
 - Coin box full – needs collection
 - Bill canister full – needs collection
 - Sensor alarm – unauthorized access
 - Vault door open
 - Modem off or disconnected
 - Card reader fault
 - Bill acceptor jammed
 - Coin jam
 - Paper jam

- Other alarms/events (examples):
 - Battery voltage low
 - Printer paper low
 - Coin Return Cup in closed position (jammed)
 - Printer knife did not cut receipt
 - Coin box out
 - Bill canister out

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The alarms shall be transmitted within 10 seconds of the alarm/event occurring at the pay station.

Enforcement

At the pay station, the enforcement officer shall be able to:

- Generate valid space reports within the entered space range. The report shall clearly display the expiration time for each valid space.
- Generate an expired space report within entered space range which clearly displays the spaces that have not been paid.
- Display valid spaces or expired spaces on the LCD display.
- The pay station and central server system shall be able to be integrated with a space enforcement system.

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TRAINING AND SUPPORT

Bidder shall provide a training program for technicians and staff responsible for:

- Installation, startup, and maintenance of the pay stations.
- Coin collection.
- Bill collection
- Programming rates, valid parking times, etc., through the management software.
- Monitoring the equipment.
- Data file collection, system monitoring and auditing, setup and maintenance of user account passwords, etc.

TOWNSHIP OF NUTLEY



ESSEX COUNTY

NEW JERSEY

PROCUREMENT PROCESS REQUIRED DOCUMENTS

N.J.S.A. 19:44A-20.4 et seq.

Submitted to Township of Nutley by:

(Company name)

Date: _____

FORMS TO BE COMPLETED AND SUBMITTED WITH BID

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IN ADDITION, A COPY OF THE NEW JERSEY BUSINESS REGISTRATION CERTIFICATE IS
REQUIRED BY N.J.A.C.52:32-44



NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF ESSEX

_____, BEING DULY SWORN deposes and says that:

1. The proposal has been arrived at by the contractor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
2. The contents or the proposal have not been communicated by the contractor or its employees or agents to any person not any employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the contractor.

Authorized Signature

Printed Name of Signatory

Company Name

Subscribed and sworn before me this
_____, day of _____ 20____

Address

Address

Notary Public

City State Zip Code

My Commission expires: _____

Area Code and Phone Number

STOCKHOLDER DISCLOSURE CERTIFICATION

Required Pursuant To N.J.S.A. 52:25-24.2

CHECK ONE

- I certify that the list below contains the names and addresses of all owners who own an interest of 10% or more in the Applicant.
- I certify that no one owner owns an interest of 10% or more in the Applicant.

LEGAL NAME OF APPLICANT: _____

Check which business entity applies:

- Limited Partnership Corporation (for-profit) Limited Liability Company
- Limited Liability Partnership Corporation(non-profit) Sole Proprietorship
- Partnership Other _____

Complete if the Applicant is a for-profit or non-profit corporation:

Date Incorporated: _____ Where Incorporated: _____

BUSINESS ADDRESS:

Street Address Township State Zip

Telephone # Fax#

Listed below are the names and addresses of all owners who own an interest of 10% or more in the Applicant. Disclosure shall be continued until the names and addresses of every owner exceeding the 10% ownership criteria established in N.J.S.A. 52:25-24.2 has been listed. (Not to be completed by non-profit corporations.)

Name Address Shared (%) Owned

Name Address Shared (%) Owned

Continued On Additional Sheet (If Necessary): Yes No

Company Name Authorized Signature

Date Name (print) Title

AFFIRMATIVE ACTION CERTIFICATION

This form is a summary of the successful applicant's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful applicant shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the Professional is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the Professional in accordance with N.J.A.C. 17:27-4.

The successful applicant may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful applicant(s) shall submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the applicant copy is retained by the applicant.

The undersigned applicant certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned applicant further understands that his/her RFP shall be rejected as non-responsive if said applicant fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Applicant/Firm's Name

Authorized Signature

Print Name

Title

Telephone

EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor, 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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 nondiscrimination clause.

The Contractor or sub-Contractor, 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 sub-Contractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or sub-Contractor, 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 sub-Contractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

Initials _____

The Professional or sub Professional agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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.

The Professional or sub Professional 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 targeted employment goals, the Professional or sub Professional agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, 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 Professional 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:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302
(electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The Professional and its sub Professionals shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Initials _____

AMERICANS WITH DISABILITIES ACT
Equal Opportunity for Individuals with Disabilities

The Contractor and the Township of Nutley do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 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 Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless the Township, 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 Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township 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 Township 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 Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

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

It is further agreed and understood that the Township 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 Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

Initials _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1

Pursuant to 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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Authority finds a person or entity to be in violation of 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 party.

Bidder/Company Name: _____

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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.

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

You must provide a detailed, 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 box below.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer 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 the above-referenced person or entity. I acknowledge that the Authority is relying on the information contained 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 Authority to notify the Authority in writing of any changes to the answers or 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 Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____
