



# Ventura County Community College District

PURCHASING DEPARTMENT

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March 8, 2022

**RE: RFP 627 District Wide Parking Administration & Revenue Collection System**

Dear Prospective Bidders,

Attached is a packet detailing the **Request for Proposal 627 District Wide Parking Administration & Revenue Collection System** for the Ventura County Community College District.

The RFP packet following describes the proposal and details about the district colleges. The RFP packet can be downloaded from the VCCCD website: <https://purchasing.vcccd.edu/> click "Current", then choose **RFP 627 District-Wide Parking Administration & Revenue Collection System**.

If unable to download the packet, contact the Purchasing Specialist named below. Questions about the RFP must be submitted in writing by e-mail to the below listed Purchasing Specialist by **5:00 pm, Monday, March 28, 2022**. Answers to questions will be posted to the website when available.

The deadline for submission to this RFP is on or before **3:00 pm, Monday, April 11, 2022**. Proposals must be signed by a person authorized to act on behalf of the vendor, enclosed in a sealed envelope addressed and delivered to the Ventura County Community College District, Purchasing Department, 761 E. Daily Drive, Ste 200, Camarillo, CA 93010 prior to this time. *All RFP proposals must be clearly marked with the RFP number and title.* No electronically submitted or faxed proposals will be accepted. Proposals that arrive after the time stated will be returned to the Bidder unopened.

There will be no mandatory job walk. Firms interested in seeing campuses should contact the Purchasing Specialist so arrangements can be made with the Facilities Directors or Campus Police Department. Due to COVID-19, permission and a screening process is required of all visitors to campus.

It is the responsibility of the Bidder to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the below Purchasing Specialist.

Thank you for your interest in this project.

Sincerely,

*Karina Harding*

Karina Harding, Purchasing Specialist / [kharding@vcccd.edu](mailto:kharding@vcccd.edu)

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
NOTICE CALLING FOR PROPOSALS**

The Governing Board of the Ventura County Community College District will receive responses for **RFP 627, Parking Administration & Revenue Collection System**, in accordance with submission requirements, copies of which may be obtained in PDF format at <https://purchasing.vcccd.edu/> or by contacting the Purchasing Specialist listed below. All responses must be signed by a person authorized to act on behalf of the firm and be delivered or mailed to Karina Harding, Purchasing Specialist of the Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93010. Five copies of responses must be received no later than **3:00 p.m., Monday, April 11, 2022**. Questions regarding this Request for Proposal should be directed to Karina Harding, Purchasing Specialist, 805-652-5562 [kharding@vcccd.edu](mailto:kharding@vcccd.edu).

Publication Dates: 3/14/2022 and 3/21/2022



# Request For Proposals # 627 Parking Administration & Revenue Collection System

Closing Time & Date  
3:00 P.M. April 11, 2022

Proposal Submittal Location  
Attn: Purchasing Department  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010

Contact  
Karina Harding, Purchasing Specialist.....(805) 652-5562  
e-mail address.....kharding@vcccd.edu

### KEY DATES:

Release of RFP Documents	March 14, 2022
Deadline for Questions from Vendors	March 28, 2022
<b>PROPOSALS ARE DUE</b>	<b>April 11, 2022</b>
Selected Firms are invited to interview	April 18, 2022
INTERVIEWS (tentative date)	Week of May 2, 2022
Award by Board of Trustees	June 14, 2022

## **I. Background and Scope of Request for Proposals**

The Ventura County Community College District ("District") invites Proposals from qualified vendors, persons, firms, partnerships, corporations and organizations (collectively, "vendors") for a parking administration and revenue collection system.

The awarded vendor will provide the necessary equipment, materials, software and hardware to support a Parking Administration & Revenue Collection System including wireless hand-held parking citation issuance, online parking citation management, an online-payment & appeal process, virtual & physical permit issuance & sales (daily & semester), & automated license plate recognition (LPR) for enforcement. It is the intent of the District to approve one firm to provide these services.

This RFP does not commit the District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any Proposal or to cancel in part or in its entirety this RFP. The District further reserves the right to accept the Proposal that it considers to be in the best interest of the District.

## **II. General Information**

Ventura County Community College District (VCCCD) is a public community college district serving residents throughout Ventura County. VCCCD's three colleges; Moorpark College, Oxnard College, and Ventura College offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as economic development, and continuing education for cultural growth, life enrichment, and skills improvement. Each of the Colleges provides a wide range of programs and services to students, as well as focusing on its own specialty areas. As of Spring 2022, VCCCD served 24,138 students. The District employs approximately 431 full-time faculty, 819 part-time faculty, 491 classified employees, and 101 managers and supervisors.

Ventura College, 4667 Telegraph Road, Ventura, CA 93003 = 2,136 parking stalls

Oxnard College, 4000 S. Rose Avenue, Oxnard, CA 93033 = 1,878 parking stalls

Moorpark College, 7075 Campus Road, Moorpark, CA 93021 = 4,257 parking stalls

### **III. Instructions for Submittal of Proposals**

#### **A. Submittal of Proposals**

The proposal should be reviewed for accuracy before submittal to the District because said document may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any proposal. The District reserves the right to reject any and all proposals, or to waive any irregularities or informalities in the proposals.

When proposals are opened, prices and other information will not be made public until the proposal is awarded. At that time, the executed contract and proposals will become public information.

#### **B. Disqualified Proposals**

Any Proposals received after the stated deadline shall be refused or returned unopened.

#### **C. Withdrawal of Proposals**

Vendor may withdraw its Proposal by written request at any time prior to the deadline for submittals. Withdrawal requests must be emailed to the listed Purchasing Specialist.

#### **D. Questions**

In order to control information disseminated regarding this RFP, vendors interested in submitting proposals must direct any questions regarding this RFP to the Purchasing Specialist listed in this document, by the deadline for questions listed in this document. The District will issue an Addendum containing a summary of questions and answers as soon as reasonably possible but at least 72 hours before RFP due date and time. The Addendum will also be posted on the District's Purchasing Department website.

Under no circumstances may the vendors contact administrators, members of the evaluation team, VCCCD Campus Police departments, or staff. Failure to comply with this provision will deem the vendor's proposal as non-responsive.

#### **E. Addenda**

Any Addenda issued during the time of bidding shall form a part of the bid documents issued to bidders for the preparation of their proposals and shall constitute a part of the contract documents. PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA in the response to this RFP, as provided on the RFP Proposal Response Form.

**F. Required forms**

The Proposal must include the District-required forms listed in the Table of Contents of this document.

**G. Rights of the District**

The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a Proposal submitted in response to this RFP.

**H. Basis of Award**

The District will evaluate submitted Proposals, seeking to determine the best combination of quality, services, functionality, quantity, etc. for the proposed price. This RFP will be awarded in the best interests of the District. The vendor selected may not be the one with the lowest pricing.

**IV. Specifications:**

The system must provide all necessary software and hardware to meet the following criteria:

**A. System Design, Security, and Uptime**

1. The systems must be hosted by the vendor and access through a web browser.
2. Systems must be available 24/7/365.
3. Site must be PCI DSS compliant.
4. Systems must provide a high level map and/or summary of data infrastructure, including firewalls and points of encryption.
5. Systems must have a dedicated support department available by phone and email during business hours.
6. Systems must be compatible or can be integrated with current VCCCD Information Technology infrastructure standards.

**B. Parking Permits**

1. Vendor must be able to provide virtual parking permits (both daily and semester) through a user-friendly mobile phone application and computer.
2. Vendor must be able to provide physical parking permits or able to integrate with existing physical VenTek pay stations.
3. If applicable, vendor must be able to provide at least six physical pay stations (two per campus).

### **C. Enforcement and Electronic Hand-Held Devices**

1. Vendor must provide hand-held citation devices with bundled software that can issue/print a citation within thirty (30) seconds.
2. Handheld devices must have an integrated digital camera for image capturing. Images must be automatically associated with the citation.
3. Devices must have an integrated audio recorder for evidence capture and distress feature.
4. Devices must have the ability to upload citation data through a wireless connection and/or through a sync cable.
5. Vendor must provide a hand-held maintenance contract.
6. Vendor must provide paper and supplies for hand-held units at no charge.
7. VCCCD will require a minimum of nine (9) handheld ticket devices for field use.
8. System may have the option to link to existing VenTek pay station system (however this is not required).

### **D. Automated License Plate Recognition (LPR)**

1. Vendor/Systems must provide at least six LPR units.
2. LPRs must be capable of being mounted inside police vehicles and possibly to police utility/golf carts.
3. LPRs must be integrated with hand-held ticketing machines.
4. LPRs must be able to alert users of vehicles in violation of parking regulations (e.g. over time parking, no issued permit)

### **E. Collections, Billing, and Appeals**

1. Vendor/Systems must provide an e-commerce site for citation payments, accepting credit cards, checks, and/or money orders and refund processing.
2. The e-commerce site must also accept and process citation appeals and administrative reviews, including a first-level review by the client.
3. Citations uploaded from the hand-held ticket devices must be available for payment through the e-commerce site immediately.
4. Citations should be customizable.
5. Systems to provide customer support to violators in a professional, timely, and responsive manner.
6. Systems should provide for delinquent notice mailings, out of state processing, and have a DMV interface for registered owner information acquisition.



## **F. Reporting**

1. Vendor must provide an ad-hoc reporting environment.
2. Citation statistics reports should be available to VCCCD through website.

## **G. Management**

1. Vendor must provide a complete audit trail for users and transactions.
2. The management site must include customer relationship management tools.
3. Provide service and support for hand-held units and website, as well as user manuals and complete training.

The Parking Administration & Revenue Collection System (PARCS) should meet the following:

- Ability to process avg. of 10,000 parking citations per year.
- Ability to provide online manual inputting of hand-written citations.
- Provide courtesy notices to registered owners who received parking citations.
- Ability to collect fines and late fees for parking citations (online & mail).
- Ability to collect revenue from sold permits (online).
- Online/Mobile permit purchasing (daily & semester virtual permits).
- Online/Mobile citation issuing (8-9 machines per campus).
- License Plate Recognition (3 cars without computers, 3 golf carts without computers).
- Ability to provide daily physical permits (6 pay stations, 2 per campus).
- Ability to provide semester physical permits (e.g. stickers/window decals & virtual) for students & staff.
- Ability to provide/coordinate citation appeals process (levels 1-3).

Current PARCS parameters for VCCCD Police Department:

- Avg. parking citations issued: 10,000/yr. [DataTicket]
- Avg. Student Semester Permits: 32,150/yr. [Credential Solutions]
- Avg. Staff 2-year Permits (free): 1,500/yr. [Credential Solutions]
- Avg. Daily Permits Sold: 360,000/yr. [Pacific Parking & VenTek venVUE]
- Number of Parking Stalls (District-wide): 8,271
- Number of Citation Issuing Machines (Department-wide): 8 [DataTicket]
- Number of Pay Stations (District-wide): 27 [Pacific Parking & VenTek venVUE]

## **V. Contents of Proposals**

### **A. General**

Vendors (and co-vendors) shall submit five hard copies of their proposal.

## **B. Description of Vendor**

This section should provide the District information regarding size, location, years in business, and approach that will be used to meet the District's needs.

- Type of business (individual, partnership, corporations, etc.).
- Identify any company affiliations to other corporate entities.
- Provide California business, professional, or specialty license numbers and Federal Tax ID number.
- Provide a brief history of the firm, including number of years in business.
- List location(s) of the vendor's offices, and if more than one, the vendor's primary business location.
- Describe the size of business – number of employees and annual revenues.
- Demonstrate financial strength of vendor. Provide an audited copy of the firm's financial statements for the most recent year available to demonstrate that the vendor has sufficient resources to undertake the work of the scope of this RFP.
- Describe the geographic area(s) in which the vendor historically has provided parking citation processing services.
- Provide any additional information you believe is relevant to the vendor's identity.

## **C. Proposed Parking Citation processing System:**

Proposal packages must include the following information related to the services and products listed:

### **1. System Design, Security & Uptime**

a. Proposals must include a description of server configuration and average monthly uptime.

### **2. Enforcement & Electronic Hand Held Devices**

a. Include a sample ticket image and describe areas that can be customized.

b. In addition to enforcement, describe other parking-related uses for the handheld device that the vendor can provide.

### **3. Collections, Billing & Appeals**

a. Describe all of the methods of payment for citations.

b. Describe the appeals and adjudication processes for the customer and the adjudicator.

c. Describe methods for automatic correspondence, including templates, emails and printed notices.

#### **4. Reporting**

- a. Describe the process for configuring new reports.
- b. Provide a list of standard reports and screenshots.

#### **5. Management**

- a. Provide an overview of the management system and describe the critical features and functions along with screenshots.
- b. Describe the search functions within the management website.
- c. Describe the audit trail in detail.
- d. Describe the standard features available in the system.

#### **6. Pricing**

Proposals must disclose and include any and all fees, costs, or expenses to be charged for the goods and services provided. Include a detailed list of fees, such as implementation fees, annual software license, credit card processing fees, training, etc.

#### **7. References**

Identify at least three reference organizations, preferably in the higher education or the public sectors, to which the vendor has provided services as described in this RFP.

For each reference, include the name of the institution or agency, the size of the institution or agency, the dates services were provided, and the dollar amount of the contract. For each reference, list two people whom the District may contact in relation to the vendor's work with them. For each person, provide the following information: name, position within the institution or agency while the vendor was providing services, and current title, current position, phone, and email address. The District reserves the right to contact any or all references as part of the proposal evaluation process.

#### **8. Conflict of Interest**

No officer, member or employee of the District and no member of its Board of Trustees may have any financial interest, direct or indirect, in the award of the contract or the fees to be earned under the awarded contract further to this RFP. Respondents are asked to disclose any such pecuniary interest. In addition, respondents are asked to disclose any financial relationship with any existing officers, members or employees of the District, members of the Board of Trustees or agents or independent contractors of the District. Any such conflict of interest shall be described to provide transparency in the public procurement process. This section will not be scored in the overall scoring and award of this RFP. For purposes of this Section, the term "respondents" includes respondents' officers, directors and principals. The purpose of such disclosures is to ensure

transparency in the procurement process and compliance with California conflict of interest laws.

## **9. Insurance**

Please provide a sample proof of insurance. This may be marked confidential. The awarded vendor shall be required to carry the following insurance:

- a. Commercial General Liability insurance, with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate per project or location; combined single limit for Bodily Injury and Property Damage, including coverages for contractual liability, personal injury, broad form property damage, independent contractors, products and completed operations;
- b. Commercial Automobile Liability insurance, with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage, including coverages for owned, non-owned and hired vehicles;
- c. Workers' Compensation (statutory limits) and Employers' Liability insurance with limits not less than \$1,000,000 each accident, \$1,000,000 employee and \$1,000,000 each disease, provided that contractor has employees as defined by the California Labor Code;
- d. Professional Liability Insurance with limits not less than \$2,000,000 each claim and \$4,000,000 aggregate with respect to coverage for errors and omissions arising from professional services rendered under this Agreement, and with any deductible not to exceed \$75,000 each claim.

If any of the required insurance is written on a claims-made coverage form, such insurance shall be maintained for a period of three years following termination of this Agreement. All insurance must be issued by an admitted insurance carrier (licensed to do business in the State of California), carrying a rating of not less than A-VII in the most current A.M. Best's Insurance Rating Guide – or otherwise acceptable to the DISTRICT.

The Certificate Holder shall read:

Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010

General and Automobile liability policies shall name the Ventura County Community College District as Additional Insured.

## **VI. Evaluation and Selection Process**

### **A. Criteria:**

The District's Selection Committee will evaluate submitted Proposals and subsequent Presentations and Interviews based on the following criteria:

1. Responsiveness of Proposal – how well does the proposed solution meet the required scope of services
2. Performance and reliability of the proposed system
3. Ease of use of the proposed system both for the citation issuer and for the citation payer
4. Pricing of proposed system
5. References

### **B. Evaluation Process**

The District's Selection Committee will review all Proposals submitted, and will meet to score the Proposals and select a "short list" of firms to invite to interview. During the evaluation, validation, and selection process, the District may request meetings or written clarification with one or more vendors to clarify questions and information.

Invitations to interview will be extended to firms selected by the Selection Committee. The Invitation to interview will include, in addition to time and place, the Interview Agenda and any particular topics or subject matter which the Selection Committee may request that the firms address. Each interview will include a presentation by the firm followed by Questions and Answers with the Selection Committee.

The Selection Committee will score the presentations and interviews and select the firm whose proposed solution represents, in the Selection Committee's opinion, the combined Best Value to the District.

Following the selection of the apparent successful vendor, the District will enter into negotiations regarding provisions of the Agreement. If a satisfactory contract cannot be negotiated, the District may, in its sole discretion, terminate negotiations with the selected vendor and begin contract negotiations with another vendor. Because the District may award without conducting negotiations, the Proposal submitted shall contain the proposer's most favorable terms and conditions.

**C. Award**

If the contract is awarded, it will be to the most responsive and responsible vendor whose proposal is deemed by the District to be the Proposal that best meets the needs of the District.

The Selection Committee shall make a recommendation to the Board of Trustees to award the contract to the selected firm.

The Board may award to the selected firm at the next regularly scheduled Board meeting.

**D. Reserved Rights**

The District reserves the right to accept or reject any or all proposals, to request additional information concerning responses for purpose of clarification, to accept or negotiate any modification to any response, and to waive any irregularities, if such would serve the best interest of the District, as determined by the District.

Vendors shall be responsible for any and all expenses that they may incur in preparing proposals. Responses received from this RFP will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations, and approval of the District's Board of Trustees. The District further expressly reserves the right to modify this RFP or any portion hereof by District Addenda. Vendors must incorporate any District-issued Addenda into their respective RFP Responses.

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT GENERAL INSTRUCTIONS TO BIDDERS

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
  - a. "RFP" means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
  - b. "Bidder" means a supplier who submits a RFP to the District in response to a solicitation.
  - c. "Director of General Services," means the Ventura County Community College District authorized contracting official.
  - d. "District" means Ventura County Community College District..
  
2. **RFP Proposal:** RFP proposals, to receive consideration, should be made in accordance with the following instructions:
  - a. All items on the Bidder submitted Certification of Proposal Form should be filled out. Any pricing numbers should be stated in figures. Pricing information should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the RFP.
  - b. Should a Bidder find discrepancies and/or omissions from the documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Specialist listed in the RFP Packet. All inquiries will be answered in writing and distributed to all Bidders in the form of addenda to the RFP. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than Five (5) Days prior to the date set for the opening of RFPs. Inquiries affecting RFPs will be answered in writing and distributed to all Bidders in the form of addenda to the RFP.
  - c. All addenda or bulletins issued during the bidding period are to be considered part of the RFP and be included in the RFP proposal.
  - d. Five (5) copies of RFP proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Service Center, Attn: Purchasing Department, 761 East Daily Drive, Suite 200, Camarillo, CA 93010, before the time stated in the RFP Packet. Each envelope shall bear the Number of the RFP, Title of the RFP and the Name of the Bidder. **No electronic (e-mail) or fax RFPs or amendments to RFPs shall be accepted.** All RFP proposals must include a signed and dated RFP Form to be eligible for consideration. RFP Form must be signed by a responsible officer of the bidding company in order to be considered.

*It is the responsibility of the Bidder to verify that their RFP has been received by the District's Purchasing Department prior to the RFP opening. Verification of receipt can be made through the Purchasing Specialist listed in the RFP Packet.*
  
3. **Workers Compensation:** Section 3700 of the Labor Code requires every employer to be insured against liability for Worker's Compensation or to undertake self insurance in accordance with provisions of that code. Bidder must comply with such provisions before commencing the performance of the work of this Contract.
  
4. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the RFP.
  
5. **Withdrawal of RFP:** RFP proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchasing Specialist listed in the RFP packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a RFP. If evaluation and award of the RFP will be based on award of "all or none" of the items or services, the withdrawal must be for the entire RFP. If the evaluation and award of the RFP will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.

6. **Award or Rejection of RFPs:** The District reserves the right to reject the RFP of any Bidder(s) who have previously failed to perform properly or to complete on-time contracts with the District. The District also reserves the right to reject any or all RFPs or alternates and waive any informality or irregularity in the RFP.

The RFP shall not be construed to create an obligation on the part of the District to enter into a contract with any firm. This request is an information solicitation of proposals only. This proposal is not intended to nor is it to be construed as a request for formal bids pursuant to any statute, policy or regulation.

7. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
8. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
9. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Service Center, Accounts Payable Department, 761 East Daily Drive, Suite 200, Camarillo, CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
10. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the RFP or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
11. **Independence of RFP:** Unless the Bidder is furnishing a joint RFP, by submitting this RFP, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
12. **Participation by Other Public Entities:** Other Community Colleges and/or public entities in the State of California may procure items and/or services off this RFP under the same terms and conditions stated in this RFP.
13. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Specialist, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
14. **Drug Free Workplace Certificate.** In accordance with California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990, the successful Bidder will be required to execute a Drug Free Workplace Certificate concurrently with execution of the Agreement. The successful Bidder will be required to implement and take the affirmative measures outlined in such provisions. Failure of the successful Bidder to comply with the measures outlined in such provisions may result in penalties, including without limitation, the termination of the Agreement, the suspension of any payment of the Contract Price otherwise due under the Contract Documents and/or debarment of the successful Bidder.
15. **Evaluation Criteria:** The District will evaluate the responses to the proposals based on strength of operations, quality, price and service of existing locations.

During the evaluation, validation and selection process, the District may request meetings with the Bidder to obtain answers to any questions or may request specific answers to questions in writing. The District may require that the Bidder make presentations that are pertinent to the evaluation process.



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PROPOSAL RESPONSE FORM**

The undersigned, having carefully examined the Request for Proposals documents for **RFP 627 Districtwide Parking Administration & Revenue Collection System**, hereby proposes to furnish said materials and services in accordance with prices quoted in the proposal response.

Proposal prices must be valid for a minimum of a 6-month period after opening date of proposals.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**ACKNOWLEDGEMENT OF PROPOSAL ADDENDA**

In submitting this Proposal response, the vendor acknowledges receipt of all proposal Addenda issued. The vendor confirms that this Proposal response incorporates and is inclusive of all items or other matters contained in proposal Addenda.

\_\_\_\_\_ No Addenda Issued  
(Initials)

\_\_\_\_\_ Addenda Number(s) \_\_\_\_\_ received, acknowledged and incorporated in this Bid Proposal.  
(Initials)

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, depose and say that I am  
*(Typed or Printed Name)*  
the \_\_\_\_\_ of \_\_\_\_\_,  
*(Title)* *(Bidder Name)*

the party submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

- 1.01 The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
- 1.02 The Bid Proposal is genuine and not collusive or sham.
- 1.03 The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
- 1.04 The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.05 All statements contained in the Bid Proposal and related documents are true.
- 1.06 The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
*(City, County and State)*

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Name Printed or Typed*

\_\_\_\_\_  
*City, County and State*

( \_\_\_\_\_ )  
*Area Code and Telephone Number*



# POLICE DEPARTMENT

## MOORPARK COLLEGE

LOT NAME	STUDENT	STAFF	VISITOR	DISABLED	MOTORCYCLE	CARPOOL	RESERVED	OTHER (TYPE)	TOTALS
AA	313	18							331
A	416	28	7			3			454
AUX-A									0
B	388	32		28	7				455
C	267	74							341
CC		15		4	2				21
COM		16		8					24
CDC				9				18	27
D	375			4					379
E	317								317
EATM	26	7		2					35
F	157	14		4					175
F/H AUX	42								42
G-ROAD	28			8					36
G LOWER	117								117
G-1 MPHS	71	9	2	2			3		87
G-3 GOLF	73	4		4					81
H	158			6					164
LMC				17					17
M	134	39		7					180
M&O		47		3					50
PA	147	10		9					166
HSC		18		2					20
STRUCTURE	581	10	2	13				9	615
STRUCTURE L	123			5					128
<b>TOTALS:</b>	<b>3733</b>	<b>341</b>	<b>11</b>	<b>135</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>27</b>	<b>4262</b>

<b>GRAND TOTALS</b>	<b>6869</b>	<b>963</b>	<b>106</b>	<b>317</b>	<b>35</b>	<b>3</b>	<b>21</b>	<b>71</b>	<b>8385</b>
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## POLICE DEPARTMENT PARKING STALL COUNTS OXNARD COLLEGE

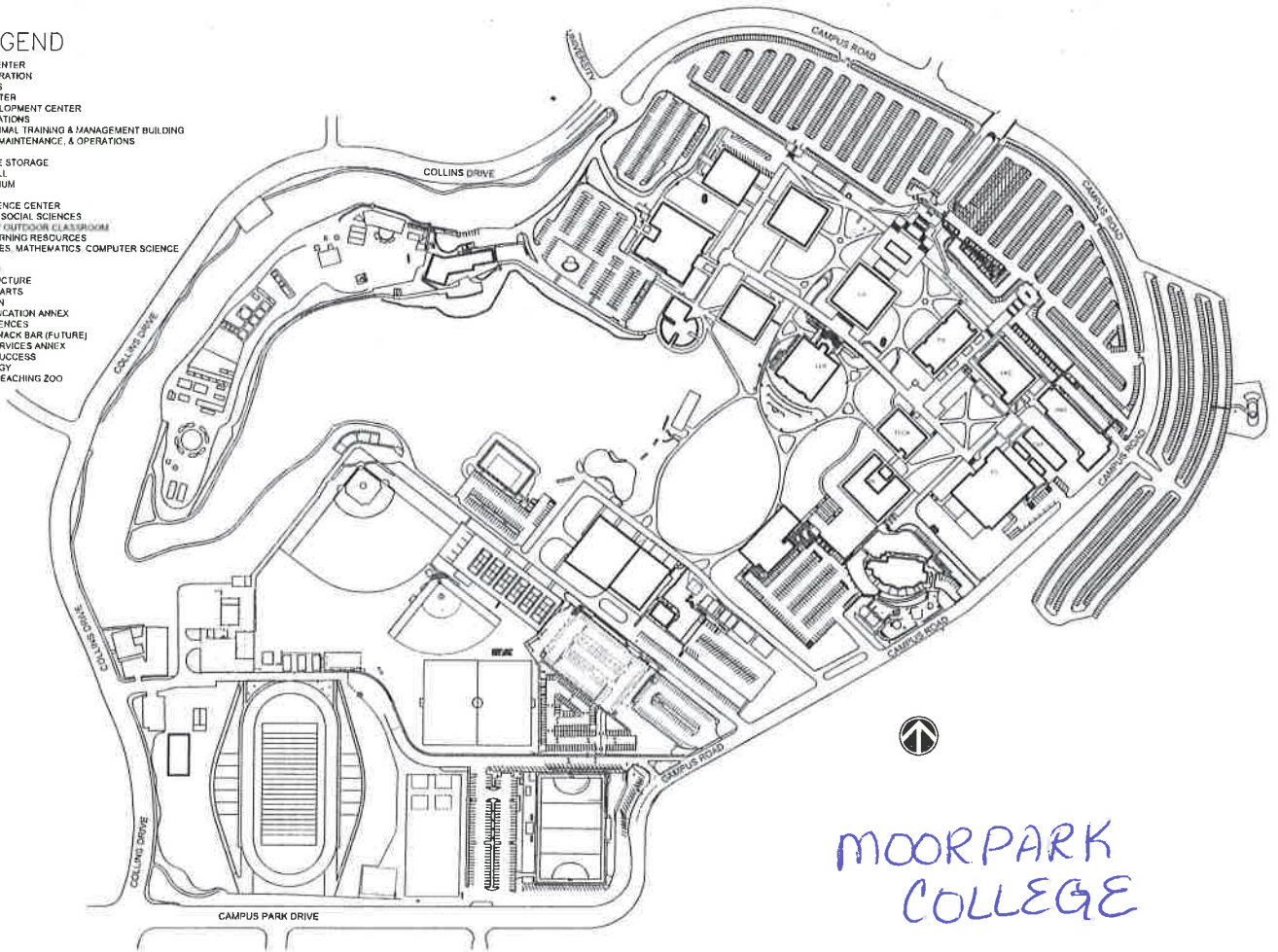
LOT NAME	STUDENT	STAFF	VISITOR	DISABLED	MOTORCYCLE	CARPOOL	RESERVED	OTHER (TYPE)	TOTALS
A	296	25	7	22					350
B	60	48	7						115
C	48	39	3	8	2				100
D	36	42	3	16					97
E	22	24	12	7			1	8 CDC	74
F	21	10	2	7					40
G	17	66	1	9			4	6 POLICE	103
H	914		7	20	14				955
OLD DH		12	3	1				12 PATIENT	28
DH		6	16	2				1 LOADING	25
AUTO TECH	80		3	4				1 LOADING	88
GYM ROAD		12							12
<b>TOTALS:</b>	<b>1494</b>	<b>284</b>	<b>64</b>	<b>96</b>	<b>16</b>	<b>0</b>	<b>5</b>	<b>28</b>	<b>1987</b>

## VENTURA COLLEGE

LOT NAME	STUDENT	STAFF	VISITOR	DISABLED	MOTORCYCLE	CARPOOL	RESERVED	OTHER (TYPE)	TOTALS
ADMIN			2	3			5		10
C		5		4				1 LOADING	10
D		5		4					9
DRC		27	4	3				1 LOADING	35
E	841	100	2	15	8			4 ELECTRIC VEH.	970
EOPS		4							4
GARDEN		3							3
I		18							18
M&O		13							13
N	92	14		8				4 ELECTRIC VEH.	118
PAC		8		7	2				17
S	22	2		1					25
SP	109	3		6					118
S. CAMPUS		12	8						20
STADIUM				11					11
STATION		19		1				6 POLICE	26
T		38		4					42
V		67					8		75
W	524		12	15					551
WEC	54		3	4					61
<b>TOTALS:</b>	<b>1642</b>	<b>338</b>	<b>31</b>	<b>86</b>	<b>10</b>	<b>0</b>	<b>13</b>	<b>16</b>	<b>2136</b>

# LEGEND

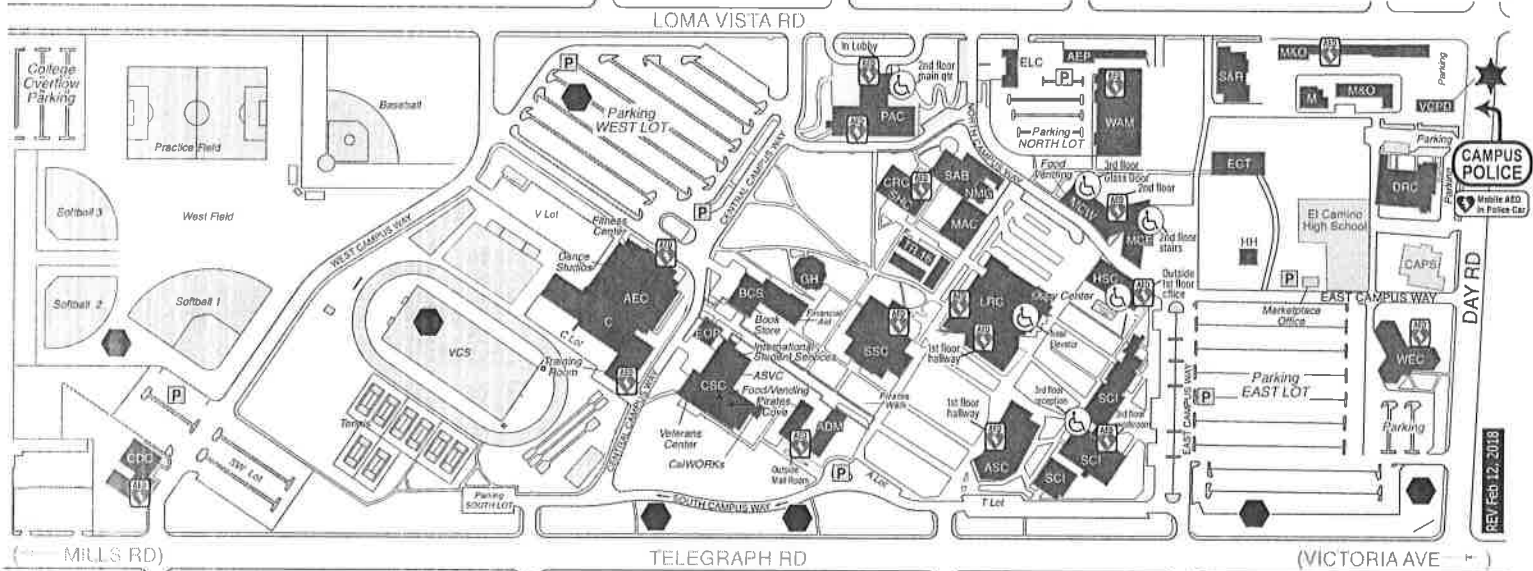
- AC - ACADEMIC CENTER
- ADMIN - ADMINISTRATION
- AA - APPLIED ARTS
- CC - CAMPUS CENTER
- CDC - CHILD DEVELOPMENT CENTER
- COM - COMMUNICATIONS
- EATM - EXOTIC ANIMAL TRAINING & MANAGEMENT BUILDING
- FMO - FACILITIES, MAINTENANCE, & OPERATIONS
- FH - FIELD HOUSE
- FHS - FIELD HOUSE STORAGE
- FH - FOUNTAIN HALL
- ST - STADIUM
- G - GYMNASIUM
- HSC - HEALTH SCIENCE CENTER
- HSS - HUMANITIES SOCIAL SCIENCES
- HH - HORTICULTURE OUTDOOR CLASSROOM
- LLR - LIBRARY LEARNING RESOURCES
- LAC - LIFE SCIENCES, MATHEMATICS, COMPUTER SCIENCE
- M - MUSIC
- O - OBSERVATORY
- PK - PARKING STRUCTURE
- PA - PERFORMING ARTS
- P - POLICE STATION
- PE - PHYSICAL EDUCATION ANNEX
- PS - PHYSICAL SCIENCES
- RS - RESTROOM/SNACK BAR (FUTURE)
- SSA - STUDENT SERVICES ANNEX
- SSSP - STUDENT SUCCESS
- TECH - TECHNOLOGY
- ZOO - AMERICA'S TEACHING ZOO



MOORPARK  
COLLEGE



# VENTURA COLLEGE CAMPUS MAP



- ADM...Administration (Administration & EAC)
- AEC...Athletic Event Center (Large Gym, Fitness Ctr)
- AEP...Auto Education Program
- ASC...Applied Science Center (Career Ed 2 & Applied Sciences)
- BCS...Bookstore & Campus Services (Financial Aid, First Year Experience)
- C...Kinesiology (Small Gym)
- CDC...Orfalea Child Development Center at Ventura College
- CRC...Creative Resources Center (Student Health Ctr)
- CSC...Campus Student Center (ASVC, CalWORKS, Int'l Students Ctr, Pirates Cove, Student Activities, Student Services & Support Programs, Vending, Veterans Resource Ctr)
- DRC...Day Rd Center - 71 Day Rd (Foundation, District Econ. Dev., Inst. Equity & Eff., Police)
- ECT...Environmental/Construction Technology
- ELC...English Learning Center (ESL/EngM)

- EOP.....EOPS
- GH .....Guthrie Hall
- HSC .....Health Sciences Center (Nursing, EMT)
- HH .....Head House
- LRC .....Library & Learning Resource Ctr (Asst Tech Training Ctr, Tutoring, Copy Center)
- M & M&O..Maintenance & Operations
- MAC .....Media Arts Center
- MCE .....Multidisciplinary Center East
- MCW.....Multidisciplinary Center West (Career Education, Vending)
- NMG .....New Media Gallery
- PAC .....Performing Arts Center
- SAB .....Studio Arts Building
- SCI .....Sciences & Mathematics

- SSC.....Student Services Center (Admissions & Records, Assessment, Testing & Matriculation, Career Dev Ctr, Counseling, Registration, Student Business Office, Student Connect, Student Info Center, Student Outreach, Transfer Center)
- S&R.....Shipping and Receiving
- TR 12-15 Trailer Classrooms (Between MAC & SSC Bldg.)
- TR 16.....Nursing Skills Lab (Between MAC & SSC Bldg.)
- VCS ..... Ventura College Sportsplex
- VCPD ..... Ventura College Campus Police (Lost & Found)
- WAM ..... Welding/Auto/Manufacturing
- WEC..... Wright Event Center

Ventura College, 4667 Telegraph Rd, Ventura, CA 93003--805-289-6000  
www.venturacollege.edu

#vcpride

0 1/8 mile  
0 500 feet

**CAMPUS POLICE**  
805-289-6486  
AED DEVICE found in Police Car

Automatic External Defibrillator Units

Emergency Evacuation Chair

Assembly Evacuation Area

NORTH

REV Feb 12, 2018