

**REQUEST FOR PROPOSAL**

**for**

**PARKING GARAGE LICENSE PLATE RECOGNITION SYSTEM**

107 Courthouse Square

Oxford, Mississippi 38655

July 29, 2019

**REQUEST FOR PROPOSAL**

The CITY OF OXFORD is seeking proposals from qualified contractors for a license plate recognition system for a new downtown parking garage. The technical documents and scope of service is available to proposers at [www.oxfordmsbids.com](http://www.oxfordmsbids.com). Proposers are encouraged to download and review documents prior to submission. Proposals that do not follow the directions in the PROPOSAL REQUIREMENTS section may be disqualified. The Proposals may be submitted via hand-delivery, US Mail, or electronic submission. All proposals are due on Tuesday, September 3rd at 2:00 pm.

Submit sealed, hard copies via hand-delivery or mail to:

City of Oxford

Attn: Mark Levy

107 Courthouse Square

Oxford, MS 38655

Electronic submission may be uploaded to:

www.oxfordmsbids.com

For technical questions regarding the downloading or submission of the project documents, please contact tupelo@planhouseprinting.com or (662) 407-0193.

For questions regarding the project scope, please contact Mark Levy at (662) 236-1206 or mlevy@oxfordms.net.

The project will be awarded based on the best qualified submittal and is subject to the approval of the Mayor and Board of Alderman. The Board of Alderman reserves the right to reject any and all quotes and to waive any and all informalities.

Advertise Dates: August 2, 2019

 August 9, 2019

1. **INTRODUCTION**

The City of Oxford (hereafter referred to as “City”) is in the process of constructing a new parking garage in the Downtown area scheduled to open by the end of September 2019. The garage is intended to serve monthly permit parkers and transient parkers. The garage will have four levels and will accommodate 399 vehicles. The garage will have three entry and exit locations. Each location will feature one exit lane and one entry lane, for a total of six lanes. The garage will feature one rate structure for the first level and a separate rate structure for levels two, three, and four, for a total of two separate rates.

The City wants to install post capture license plate recognition (LPR) cameras at all entry and exit lanes and capture the license plates of vehicles that are parked on the first floor. The goal of the system is to create a list of vehicles parked on the first level and a list of vehicles parked on levels two through four. The list of the vehicles will then be compared against whether the vehicle has paid to park, and if they have paid the appropriate rate based on the level they have parked on.

The City will be installing IPS multi-space pay-on-foot meters in the garage. The City will also extend the use of their current mobile payment provider, Passport for use in the garage. The City currently has an enforcement system and permit management system provided by United Public Safety. The City wants the LPR system to be integrated with the pay-on-foot meters, the mobile payment provider, the enforcement system, and the permit management system. This integration will allow for license plate data to be shared from the LPR system to the pay-on-foot system, the mobile payment provider, the enforcement system, and the permit management system. The successful proposer will be responsible for the coordination and costs for the integration between the LPR system with the existing above-mentioned systems.

The City is requesting proposals from qualified Contractors for the Parking Garage LPR System. The purpose of this Request for Proposal (RFP) is to invite Contractors to submit an offer to design, configure, install, and fully integrate the LPR system with the City’s existing systems. The Contractor shall have qualified experience in implementing an LPR system in a gateless parking garage environment of similar size and scope to the City of Oxford parking garage. The Contractor should have experience integrating their LPR system with Passport, United Public Safety, and IPS.

This RFP describes the anticipated scope of services, project schedule, proposal requirements, pre-submittal activities, submittal requirements and the evaluation and selection process. Failure to submit information in accordance with the RFP's requirements and procedures may be cause for disqualification.

Attached to this RFP is a sample of the Agreement that the selected respondent will be expected to execute. Any exceptions that the respondent takes with the Agreement shall be identified in their Proposal with a description of the reason for the exception.

Drawings of the new parking garage are included within this RFP.

There will be an optional pre-proposal meeting August 23rd at 10:00 at Oxford City Hall location: 107 Courthouse Square, Oxford, MS 38655.

1. **PROPOSED SYSTEM FUNCTIONAL SPECIFICATIONS**

This system will allow a vehicle to enter and exit the parking garage from three separate entry/exit locations on the first level. At each entry lane there shall be one post capture license place recognition (LPR) camera, and at each exit lane there shall be one post capture license place recognition (LPR) camera, for a total (6) cameras at entry and exit locations. One camera will record the vehicle license plate entering the garage while the other will record the vehicle license plate exiting the garage.

On the first level only of the garage there shall be ceiling mounted vehicle detection sensors with LPR technology that can monitor up to six (6) parking spots per sensor for a total of 55 spaces on the first floor of the garage. The ceiling mounted vehicle detection sensors may feature parking guidance functionality at no additional cost to the City. These sensors shall fully monitor and record license plate numbers for all first level parking spaces to accurately create a real time list of vehicles parked on the first level. These sensors will only be located on the first level. All other parking spots on levels two, three, and four will not be directly monitored.

These two systems, the entry/exit LPR cameras and the parking space monitoring system, shall coordinate and integrate with each other so that a complete and up to date list of vehicles within the garage is created. This list shall delineate which cars have parked on the first level, and which cars are located on levels two, three, or four. It is not necessary for the LPR system to specifically identify which level of levels two, three, or four a vehicle is parked on, only that it is parked somewhere on one of those levels. The list for each parking area shall be created by comparing the list of all vehicles in the garage with the list of vehicles located on the first level. If a vehicle has entered the garage but has not been recorded on the first level, then it shall be considered to be on levels two through four.

Vehicles parking in the garage shall have the ability to pay via the Passport mobile app or on foot via the IPS pay-by-plate meters in the garage. The customer shall have the choice of two rates, either the first-level rate or the rate for levels two through four.

The two parking payment systems, Passport, and the IPS system shall coordinate to create a compliant list and violation list of vehicles that have paid. All vehicles that have paid the correct rate corresponding to the level they are located on shall be placed on the compliant list. Vehicles that remain parked on the first level beyond the grace period on the first level that have paid the level two through four rate shall be placed on the violation list. Vehicles that have entered the garage but have not paid any fee shall be placed on the violation list after the grace period. Notably, vehicles located on levels two through four that have paid the level one rate shall be placed on the compliant list. This is because the level one rate is the higher of the two rates. Vehicles that enter the garage and have registered their license plate with the permit management system and have a valid permit will be placed on the compliant list. The compliant list and violation lists shall be communicated to the United Public Safety enforcement system.

The license plate data collected by the LPR and parking space monitoring system shall be stored on an on-site server. This server shall have the ability to share the data it has collected with the Passport system, the IPS system, and the United Public Safety system. This can be done via a wired or wireless communication. The City will provide a leased line internet connection to the IDF room.

The LPR and parking space monitoring system shall have the ability to share parking occupancy data via a web-based system with the City. This system shall be able to, in conjunction with Passport and IPS, issue warnings, alerts, and violations to the City. The frequency, parameters, and other setting of these alerts shall be editable by the City to provide a customizable system.

The proposed system shall have the capability to be expanded to provide additional coverage of parking garage floors and/or other parking facilities.

1. **PROPOSED SCOPE OF SERVICES**

This section provides a description of the services to be provided by the Contractor during the execution of the Parking Garage LPR System.

The successful Contractor will be responsible for designing, configuring, installing, and fully integrating an LPR system. A timeline of deliverables shall be included in the project proposal, including an allowance for the City’s review of designs and equipment.

All cabling shall be run through metal conduit. All cables installed as part of the project, greater than 6ft will be labeled on both ends with self-laminated printed labels. The Contractor will provide a spreadsheet with Part number, Product description and Serial number for all equipment over $500. Installation and integration of the LPR system shall be done by manufacture approved personnel.

The Contractor shall verify that the installation location is prepared and ready to have the installation completed. The Contractor shall notify, in writing, the City if the Contractor finds that the installation location is not prepared for installation due to unfinished work outside of the Contractor’s scope of work. The written notification shall provide detail of the elements that are in need of modification in order to prepare the location for equipment installation.

The Contractor shall provide a warranty which consists of equipment and installation (100% parts and labor) for three years from date of final acceptance by the City. The Warranty shall cover any and all malfunctions due to manufacturing or installation defects at no cost, labor and parts, to the City during warranty period. The Warranty shall include preventive maintenance per manufacturer's recommendations or as necessary to keep equipment in good working order. The Warranty shall consist of software support provided during the warranty period which shall include all software upgrades at no additional cost to the City. The Warranty period shall commence after Contractor has demonstrated satisfactory performance of completed LPR system as specified in the Operational Acceptance Testing Plan (OAT). The Contractor shall repair or replace all defective or damaged items under warranty by end of the following week upon which notice was given. Within the warranty period the support response time shall respond via phone within one hour after notice was given, and shall be on-site within 5 hours for all major failures. A major failure is considered if any of the LPR systems are down and license plates are not being collected and reported to the other systems. The Contractor shall include a copy of the Warranty and clear details of any and all limitations.

The successful Contractor shall provide technical training on the LPR system to City staff. The Contractor shall provide a training plan including a description of courses and identification of instructional outcome. Fourteen calendar days prior to training, the Contractor shall submit a training plan of where and how training sessions will be conducted, a copy of the instruction materials, equipment needed and provided, and approximate duration of the training. Ample time shall be allotted within each session for the Contractor to fully describe and demonstrate all aspects of the system and allow City personnel to have hands-on experience with the system. The Contractor shall instruct the City designated staff in the operation, adjustment, and maintenance of all products, equipment and systems. The Contractor shall coordinate the schedule for training with the City to avoid conflicts and peak period personnel demands. The training materials shall include schematics and description of the equipment. The Contractor shall provide all documentation necessary to instruct the City staff. The City retains the right to copy and distribute training material for internal use only. The Contractor shall submit a user’s manual with every instruction in the course. The Contractor shall submit electronic copies of the training materials to the City.

In the scope listed below the Contractor will physically install and configure the equipment and run the cabling and conduit to connect the equipment in a professional and highly aesthetically pleasing manner. Wire and conduit must be hidden when possible.

**Northern Entry/Exit Lanes**

* Install one LPR post capture camera for the entry lane
* Install one LPR post capture camera for the exit lane
* Install conduit and cabling from the entry/exit lanes to the IDF room
* Install removable speed humps at the entry and exit lane

**Southern Entry/Exit Lanes**

* Install one LPR post capture camera for the entry lane
* Install one LPR post capture camera for the exit lane
* Install conduit and cabling from the entry/exit lanes to the IDF room
* Install removable speed humps at the entry and exit lane

**Western Entry/Exit Lanes**

* Install one LPR post capture camera for the entry lane
* Install one LPR post capture camera for the exit lane
* Install conduit and cabling from the entry/exit lanes to the IDF room
* Install removable speed humps at the entry and exit lane

**Level 1**

* Install ceiling mounted vehicle detection sensors with LPR technology capable of monitoring up to six (6) spaces per sensor for a total of 55 spaces on Level 1.
* Install conduit and cabling for ceiling mounted vehicle detection sensors to the IDF room

**IDF Room**

* Install server, software, and any other equipment required for entry/exit LPR cameras
* Install server, software, and any other equipment required for Level 1 overhead LPR equipment

**Integration**

* Integrate the LPR system with IPS pay-on-foot meter system installed in the parking garage
* Integrate the LPR system with the mobile payment system provided by Passport
* Integrate the LPR system with the permit management system provided by United Public Safety
* Integrate the LPR system with the enforcement system provided by United Public Safety
* Connect proposed equipment to electrical service in the parking garage, Contractor shall be responsible for making all electrical connections, and for any upgrades needed to the existing electrical panel or service to accommodate the proposed equipment. Electrical service for the entry/exit LPR cameras will be provided at each entry/exit location by the contractor for the parking garage. The Contractor for this project shall extend the provided electrical service to the LPR camera locations as a part of this project.

**Testing**

* Develop an Operational Acceptance Testing Plan to demonstrate the functionality of the system.
* Include demonstrations of compliance with specifications, contractual compliance, definitions of all test objectives, participant responsibilities, documentation of tests and procedures for dealing with failures during test.
* The Contractor shall detail tests for every functional requirement of the system and shall include checklists for specified supplies, spare parts, training and manuals.
* The Operational Acceptance Testing Plan shall include time for acceptance by the City or the City’s representative.
* The Contractor shall confirm that all specified features are provided and fully operational before Acceptance Testing commences
* The Contractor shall notify the City in writing at least one week prior to commencement of the Acceptance Testing Plan. If a test is not successful, the Contractor shall stop the test and correct the noted deficiency and advise the City at least two days in advance that the test session is ready to resume.
* The City or the City’s representative may witness all testing.
* After Substantial Completion and turning on of the LPR system, the City will conduct an Operational Acceptance Test for thirty days. The following performance standards will be monitored during the thirty-day operational test: All components are operational, and no component may be down for longer than a combined 5-minutes each day (i.e. device is down for 4 minutes, then it comes back online an hour later and then it is down for 2 minutes, this would require a restart of the 30-day operational test). This includes but is not limited to: entry and exit LPR cameras, loops, overhead LPR system, communication from the LPR system to the mobile payment system, the enforcement system, the permit management system, and the pay-on-foot system, and communication back to the City showing the data collected by the system.

The Contractor shall design and construct all components and equipment that are durable, vandal and weather resistant, which are able to maintain finish, look, integrity and functionality in the environment in which installed for a period of ten years. All components and equipment shall have corrosion resistant connection boxes for all wiring connections. All components and equipment shall be IP-67 compliant. All components and equipment shall feature modular internal components, to extent practical, for easy maintenance and replacement. Contractor shall provide as-built drawings of the system after installation and testing indicating the installed locations of all equipment, conduit, and cabling.

1. **Equipment Delivery, Storage Requirements and Site examination**

The Contractor shall be responsible for insuring all shipped items. Any items damaged during shipping shall be replaced and shipped to the City, by expedited means if requested, at no additional cost to the City.

The City shall provide the Contractor with a designated storage/staging area for equipment that has not been installed. The Contractor shall describe in their Proposal the square footage of area required, and what is planned to be stored in the area. The City shall determine the exact location(s) after Contract Award. It is the Contractor’s responsibility to protect the equipment from theft and damage until final acceptance including installation of fencing, locks, and any other security provisions. Should the stored equipment be stolen or damaged prior to final acceptance, the Contractor shall replace the equipment at no additional cost to the City.

After equipment is installed, costs (time and material) for repair or parts replacement, components, etc., damaged or rendered unserviceable due to apparent and provable misuse, abuse, vandalism or negligence by the City or the using public are excluded as a cost incurred by the Contractor. Also excluded from the costs incurred by Contractor are damages due to Acts of God that occur after installation.

The Contractor shall verify all existing conditions in the field prior to implementation. In the event that conditions in the field are different from the existing conditions described and shown in the Contract, the Contractor shall notify the City in writing of the exact differences and shall inform the City in writing of any implications the differences have on the project.

1. **PROJECT SCHEDULE**

The following is the anticipated schedule for the selection and award of contract for the project, as well as the deadline for delivering the final proposal documents. The City reserves the right to adjust the schedule below as needed.

**EVENT DATE**

Optional Pre-Proposal Meeting August 23rd at 10:00 am

Proposals Due September 3rd at 2:00 pm

Interview Short Listed Firms (Optional) TBD

Award Contract TBD

Final Installation Deadline TBD

1. **PROPOSAL REQUIREMENTS**

Proposals shall be concise, well organized and demonstrate the responder's experience applicable to the project and the project approach. Proposals shall be limited to twelve (12) one- sided pages (8-1/2" x 11"), exclusive of cover letter, resumes, dividers, product information sheets, and front and back covers. It is requested that resumes be limited to 1 page each and that the use of standardized marketing literature be limited. Excessive marketing literature may not be reviewed.

Proposals submitted in response to this RFP shall be in the following order and shall include:

1. Identification of Responder

• Legal name and address of company

• Legal form of company (partnership, corporation, joint venture, etc.)

• Identify any parent companies

• Addresses of office(s) and number of employees.

• Name, title, address and telephone number of person to contact concerning the Proposal

B. Qualifications

The Qualifications Section of the Proposal shall be concise, well organized and shall demonstrate the responder's qualifications and experience applicable to the Project and Project approach.

C. Experience and Technical Competence

Provide a list of past and on-going projects during the past 5 years for which the proposed firm provided similar services, preferably for municipal parking garages. Include a brief description of the project, relevance to this project, date initiated, date completed (if applicable), project costs, name of owner and owner's project manager with phone number. Identify role of the key personnel proposed for the project. Present the experience of any sub-Contractors. Provide historical data of system accuracy providing space by space and entry/exit license plate monitoring and recording.

D. Project Organization and Key Personnel

Describe proposed project team organization structure, including identification and responsibilities of key personnel and sub-contractors (if any). Identify specialty Contractors and their specific role. For each of the key personnel identify their main work location. Personnel with relevant certifications will be reviewed favorably. Prime contractor shall be a licensed contractor in the State of Mississippi for the type of work to be performed under this project. All subcontractors shall be licensed contractors in the State of Mississippi prior to performing any work on the project site.

E. Project Approach and Scope of Services

The project approach section shall set forth the Contractors plan and ideas for organizing the work and achieving the goals. It should identify specific stages of the work, tasks, quality control approach, work products, and metrics for assessing quality. The proposal should discuss the Contractor’s plan for coordinating efficiently and effectively with City’s staff and provide a detailed project schedule. Proposals should offer ideas to improve project approach and meet the City’s objectives. The Contractor shall propose sequencing in the project schedule that achieves full implementation of the Parking Garage LPR System starting with the project award notice and completion on the final installation date listed in Section 5. Provide a detailed Scope of Services that identifies the work elements and specific activities with interim milestone dates proposed to achieve the goals and objectives for this project.

F. Workforce Budget

Provide a table showing the estimated workforce requirements for each task, in hours. The table must show each classification of labor with hours required for each task component for the Contractor and each Sub-Contractor. The Contractor should include adequate time for review of all reference documents, coordination with other City projects, monthly progress reporting, and meetings with City staff (with agendas and summaries) as needed.

G. Costs

Attach to the Proposal a breakdown of costs associated with the workforce budget and equipment presented in the proposal. Clearly identify and itemize all expenses included in the proposal. Also include a copy of the standard billing rates for each workforce category for the Contractor and Sub-Contractors. The proposal shall include a list of all recurring costs to keep the system up and running. The proposal shall provide a price list for repair/replacement of all components of the system for five years beyond the end of the warranty period. Provide the total maximum not to exceed cost for completion of the project. If there are annual recurring costs, these costs are to be identified for a minimum of five years after date of system acceptance.

H. Exceptions to the Request for Proposal

The proposer shall certify that it takes no exceptions(s) to this RFP. If the proposer does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception(s) is taken shall be identified and explained.

1. **PRE-SUBMITTAL ACTIVITIES**

All questions regarding this RFP or requests for information should be addressed to Mark Levy, at (662) 236-1206 or mlevy@oxfordms.net. Questions will be received until seven (7) calendar days prior to the proposal due date. Site visits may be made by appointment only; contact Mark Levy to make an appointment.

An optional pre-submittal meeting will be held at 107 Courthouse Square on Friday, August 23rd at 10:00 am. Proposers who are interested in submitting may attend.

1. **SUBMITTAL REQUIREMENTS**

One original, clearly marked on the cover, five (5) hard copies, and one (1) electronic format (pdf) of the Proposal shall be submitted either by hand delivery, US Mail, or digitally through oxfrodmsbids.com.

The Proposal must be received no later than 2:00 pm. (local time) on September 3rd, to the office of the City Clerk:

City of Oxford

Attn: Mark Levy

107 Courthouse Square

Oxford, MS 38655

Or via online submission to:

www.oxfordmsbids.com

Hand-delivered or mailed proposals are to be submitted in sealed packages with the following information clearly marked on the outside of each package:

• Name of responder

• Project title

Failure to comply with the requirements of this RFP may result in disqualification. Proposals received after the time and date specified above will not be considered.

1. **CONTRACTOR NOMINATING AND SELECTION PROCESS**

A Selection Panel (Panel) will be established for this project by the City. Using the evaluation criteria listed below, the Panel will evaluate the submissions based on the firms’ personnel qualifications and experience, project organization, firm experience, project approach, implementation schedule and cost, and other information included in the proposal. The City may choose to interview shortlisted firms. The City reserves the right to eliminate the interview step of the procurement process and also reserves the right to cancel the RFP process.

Evaluation criteria to be used by the Panel are as follows:

* Qualifications
* Experience and Technical Competence
* Project Organization and Key Personnel
* Proposed Project Approach, Scope of Services, and Schedule
* Cost

After the final selection, the City may enter negotiations with the selected firm. If negotiations fail, the City may enter negotiations with the second ranked firm. After negotiating a proposed agreement that is fair and reasonable, the Chief Operating Officer may recommend to the City’s Board of Alderman that the City enter into the proposed agreement. Oxford’s Board of Alderman has the final authority to approve the agreement.

1. **REVISIONS TO THE RFP**

The City reserves the right to revise the RFP prior to the date that Proposals are due. Revisions to the RFP will be listed on www.oxfordmsbids.com and emailed to all who attend the optional pre-proposal meeting on August 23rd. The City reserves the right to extend the date by which the Proposals are due. This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of Proposals pursuant to this RFP, or to procure or contract for work.

All Proposals submitted in response to this RFP become the property of The City. The City reserves the right to cancel, in part or in its entirety, this RFP, including, but not limited to, selection schedule, submittal date, and submittal requirements. If the City cancels or revises this RFP, all proposers will be notified as stated earlier through www.oxfordmsbids.com and an email will be sent to those that attended the optional pre-proposal meeting. The City reserves the right to request additional information and/or clarifications from any or all proposers to this RFP.

**Attachment A- Sample Agreement**

ATTACHMENT A SAMPLE AGREEMENT

Ref: PARKING GARAGE LICENSE PLATE RECOGNITION SYSTEM

TECHNICAL SERVICES AGREEMENT BETWEEN THE CITY OF OXFORD AND \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR THE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROJECT.

This Technical Service Agreement (“Agreement”) is made and entered into this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, by and between the City of Oxford (“City”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , ("CONTRACTOR"), an independent contractor, with a principal place of business in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

WITNESSETH

WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONTRACTOR has submitted to THE CITY OF OXFORD a proposal to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ services.

WHEREAS, it has been determined that it is in the best interests of the CITY OF OXFORD to enter into the Agreement hereinafter contained.

NOW, THEREFORE, in consideration of the mutual promises, conditions and covenants herein contained, the parties hereto agree as follows:

ARTICLE 1 GENERAL

A. CONTRACTOR shall perform all work necessary to complete the work detailed in ARTICLE 2 (Scope of Work / Terms and Conditions) and shall furnish all materials, equipment, supplies and incidentals, except those which are hereinafter designated to be furnished by the City of Oxford.

B. All work under this Agreement shall be done in a professional manner and CONTRACTOR represents that it is skilled in the professional expertise necessary to provide the services required under this Agreement. CONTRACTOR shall be licensed under the classification of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as of the date of this Agreement and shall maintain such license until final completion and acceptance of the work specified in the Agreement.

C. CONTRACTOR agrees to perform its work hereunder in a competent professional manner acceptable to the City of Oxford and in conformity with the requirements of this Agreement.

ARTICLE 2 SCOPE OF WORK

Provide labor, equipment, material and services to perform the Scope of Work as specified in RFP

ARTICLE 3 TIME OF PERFORMANCE

CONTRACTOR shall not begin any of the work specified in this Agreement until authorized by THE CITY OF OXFORD in writing to proceed. CONTRACTOR agrees to complete said work within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_) calendar days from the day following the issuance of the Notice to Proceed and to the entire satisfaction of THE CITY OF OXFORD before final payment is made.

ARTICLE 4 COMPENSATION

A. Compensation for all of the labor, equipment, material and services which CONTRACTOR is obligated to perform under the terms and conditions of this Agreement, including all applicable taxes, shall not exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dollars ($ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). THE CITY OF OXFORD shall make payments to CONTRACTOR in response to duly submitted invoices in accordance with this Article 4.

B. Prepayments will not be made, at any time, during the execution of this Agreement. CONTRACTOR shall submit monthly invoices to THE CITY OF OXFORD for payments. Such invoices shall represent the value of the items delivered or services provided during the billing period. Such invoices shall be prepared in such form and supported by documentation as THE CITY OF OXFORD may reasonably require including a brief narrative description of the work performed.

C. Payment shall be made by THE CITY OF OXFORD to CONTRACTOR within forty-five (45) days of receipt of an approved invoice. The amount of this payment will be less any amounts previously paid on the account.

D. THE CITY OF OXFORD shall review each invoice as soon as practicable after receipt for the purpose of determining that the invoice is a proper payment request. THE CITY OF OXFORD shall return to CONTRACTOR any invoice determined not to be a proper payment request as soon as practicable. The returned payment request shall be accompanied by a document setting forth in writing the reasons why the payment request is not proper.

E. If a request for payment has not been properly filed at an earlier date, then the request shall be deemed to be properly filed on the next business day after CONTRACTOR provides written notification to THE CITY OF OXFORD's designated representative that CONTRACTOR accepts the proposed final estimate as prepared by THE CITY OF OXFORD.

F. All bills, invoices and payments shall be made in writing and may be given by personal delivery or by U.S. mail, postage prepaid, to THE CITY OF OXFORD addressed as follows:

The City of Oxford

107 Courthouse Square

ATTACHMENT B – PARKING GARAGE PLAN