

Procurement & Contract Services

Klamath Falls: 3201 Campus Drive Klamath Falls, OR 97601 Portland-Metro 27500 SW Parkway Avenue Wilsonville, OR 97070

REQUEST FOR PROPOSALS #2024-08 PARKING MANAGEMENT SYSTEM RESPONSE TO CLARIFYING QUESTIONS I November 25, 2024

Note that these are questions submitted by interested firms to this solicitation. The below answers are for clarification purposes only and in no way alter or amend the solicitation as published.

1. **QUESTION:** Where can proposers find the university's current vehicle regulations and parking information?

ANSWER: Please see the following website for Oregon Tech's 2024-2025 Vehicle Regulations & Parking Information issued by Campus Safety: chromeextension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.oit.edu/sites/default/files/202 4/documents/2024-25%20Klamath%20Falls%20Vehicle%20Regulations%20%26%20Parking%20Informati on.pdf

2. **QUESTION:** How many back-office users would need to access the Parking Management System simultaneously? This would be for customer service representatives, report running, processing ticket/permit payments, processing ticket appeals, etc.)?

ANSWER: Six (6).

3. **QUESTION:** How many enforcement apps and printer ensembles would be needed? This is usually the maximum number of enforcement officers on shift at the same time.

ANSWER: Three (3).

4. **QUESTION:** Does the university plan to be merchant of record? Or is the vendor expected to be the merchant of record?

ANSWER: Oregon Tech prefers that the vendor to be the merchant of record.

5. **QUESTION:** Do you need fully integrated credit card readers for over-the-counter transactions?

ANSWER: With the assumption that the vendor acts as the merchant of record (see Question 4 and Answer above), the university's Cashier's Office would no longer take payments for parking, and in such circumstances, the university would not need fully integrate credit card readers for over-the-counter transactions.

6. **QUESTION:** How many vehicles would you want to outfit with License Plate Recognition?

ANSWER: One (1), as an option.

7. **QUESTION:** Regarding 2.3 Appeals - Hidden Identifying Information: System must hide identifying information from jurors during appeals. What type of identifying information should be restricted?

ANSWER: Personally identifiable information of permit holders should be restricted. Jurors assigned to an appeal should also remain anonymous.

8. **QUESTION:** Regarding 2.3 Appeals - Juror Verdict Management: Jurors must have specified access to verdict menus with automated response to appellants.

Could Oregon please provide more information around this requirement? Is the expectation that only one of the jurors is applying the results towards the appeal or is the expectation is that all the members of the jurors group going to apply the results? If this is the case, then how many jurors are involved and what happens if each juror had a different response for the single appeal record?

ANSWER: Three (3) jurors are assigned from the members of our traffic commission with their unanimous decision as the final verdict.

9. **QUESTION:** Can you provide some details about the number of permits sold in fiscal year 2022 and 2023?

ANSWER: Please see attached document "Response to Clarifying Questions I – Permits 2022, 2023, 2024," attached hereto and incorporated herein as <u>Exhibit A</u>.

10. **QUESTION:** Could you share a breakdown of the permit types and associated costs (E.g. Student, Faculty, Semester, Annual, etc.)

ANSWER: Please reference Exhibit A.

11. **QUESTION:** Are there any free permits or special event permits in your permit program, considered in the scope of this RFP? If so, what type, how many?

ANSWER: There are no free permits or special event permits at this time, but Oregon Tech would be interested in implementing this in the future.

12. **QUESTION:** What was last year and/or 2022 Parking Revenue, broken down by source type if possible?

ANSWER: Please reference Exhibit A.

13. **QUESTION:** How many tickets are issued annually at the campus? Could you share a breakdown of the citations issued?

End of Response to Clarifying Questions I

EXHIBIT A

RESPONSE TO CLARIFYING QUESTIONS I – PERMITS 2022, 2023, 2024.

[Please see attached.]

Permit lypeCodeYearCodeYearCodeYearCodeYearRevenueYearSevenueYearKevenueAnnual Permit (Employee, Discounted)PKDA202001G7M10320201G71032020G7105105106100		AR Detail				Est.				<mark>Est.</mark>				<mark>Est.</mark>
Annal Permit (Employee, Discourted)PKEQVKAVKAVKAIBBS88Annual Permit (Employee, Discourted)PKDA1653804857.5156324966155.8209356Annual Permit (Employee, Standard)PKKA223226256595922232615503Annual Permit (Employee, Standard)PKKA22316133822371561223269007Annual Permit (Employee, Standard)PKKA223161338223715612231010Annual Permit (Employee, Standard)PKKA223161338223.2714081408450633757Annual Permit (Student, Campus Housing)PKRA140845363759.751408426602411408450633757Annual Permit (Student, Computer)PKST140845363759.751408426602411408450633757Annual Permit (Student, Computer)PKST14084521742.914014005140.9450140.9Annual Permit (Student, Vetram (Student, Vetram PKSVVA*14084521748140140.9140.9140.9140.9140.9Single-Term (Employee, Standard)PKST1408452275.8140.8152140.9140.9140.9140.9140.9140.9140.9140.9140.9140.9140.9140.9140.9140	Permit Type	Code	Year			Revenue	<mark>Year</mark>	<mark>Cost</mark>	Count	Revenue		<mark>Cost</mark>	<mark>Count</mark>	<mark>Revenue</mark>
Annal Permit (Employee, Discounted)PKDA166:3203004907:5106:320906106900100900Annal Permit (Employee, Standard)PKEA $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$ $<$	Annual Permit (Employee, Adjunct)	PKAD	202201	67	17	1139	<mark>202301</mark>	<mark>67</mark>	<mark>26</mark>	<mark>1742</mark>	<mark>202401</mark>	<mark>67</mark>		<mark>1340</mark>
Annal Permit (Employee, Emeritanty)PAD <td>Annual Permit (Employee, Discount Lot Q)</td> <td>PKEQ</td> <td></td> <td>N/A</td> <td></td> <td></td> <td></td> <td><mark>N/A</mark></td> <td></td> <td></td> <td></td> <td><mark>189.5</mark></td> <td><mark>3</mark></td> <td><mark>568.5</mark></td>	Annual Permit (Employee, Discount Lot Q)	PKEQ		N/A				<mark>N/A</mark>				<mark>189.5</mark>	<mark>3</mark>	<mark>568.5</mark>
Annal Permit (Employee, Standard)PKAZ23262584262232695899222326058902Annal Permit (CMSU Employee, Standard)PKAZ23\$\$1332323.2\$\$1601561223\$\$200Disconted)PKRQ70.4332323.270.4\$\$16013002140.820020020100Annal Permit (Student, Campus Housing)PKRQ140.881211428140.88121140.5140.8812140.88131100.7140.88121200.7 <td>Annual Permit (Employee, Discounted)</td> <td>PKDA</td> <td></td> <td>165.3</td> <td></td> <td>4957.5</td> <td></td> <td><mark>165.3</mark></td> <td><mark>24</mark></td> <td><mark>3966</mark></td> <td></td> <td><mark>165.3</mark></td> <td><mark>20</mark></td> <td><mark>3305</mark></td>	Annual Permit (Employee, Discounted)	PKDA		165.3		4957.5		<mark>165.3</mark>	<mark>24</mark>	<mark>3966</mark>		<mark>165.3</mark>	<mark>20</mark>	<mark>3305</mark>
Annual Permit (Employee, Visitor)PKVEN/AN/AN/A13382237166122381007Annual Permit (Student, Campus Housing)PKRQ70.4332323.270.4191337670.420140.8Discounted)PKRQ70.4332323.270.4191337670.420140.8Annual Permit (Student, Campus Housing)PKRA140.845363759.75140.8600114007.5140.8600113163Annual Permit (Student, Campus Housing)PKR140.88121142.89140.88101140.07.5140.8600113163Annual Permit (Student, High School)PKST140.88121142.89140.8810113163140.8810113163Annual Permit (Student, VeteranPKSYN/A121212882613820122613220240221220Single-Term (Employee, Standard)PKT11277641126112120112 <td>Annual Permit (Employee, Emeritus)</td> <td>PAID</td> <td></td> <td>0</td> <td>7</td> <td>0</td> <td></td> <td><mark>0</mark></td> <td><mark>10</mark></td> <td><mark>0</mark></td> <td></td> <td><mark>0</mark></td> <td><mark>10</mark></td> <td><mark>0</mark></td>	Annual Permit (Employee, Emeritus)	PAID		0	7	0		<mark>0</mark>	<mark>10</mark>	<mark>0</mark>		<mark>0</mark>	<mark>10</mark>	<mark>0</mark>
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Anual Permit (Student, High School)PKHS34144763423782348102Anual Permit (Student, VetranPKSVN/AN/A2020122919820301226132204012214308Single-Term (Employee, Adjunct)PKDT82.63247.882.61182.68247.882.61182.68247.8Single-Term (Employee, Standard)PKET112774.41121191121212012222212	Annual Permit (Student, Campus Housing)	PKRA		140.8		63759.75		<mark>140.8</mark>	<mark>428</mark>	<mark>60241</mark>		<mark>140.8</mark>		<mark>63337.5</mark>
Annual Permit (Student, Veteran PKSV N/A V/A 202201 22 9 198 202301 22 6 132 202401 22 14 308 Single-Term (Employee, Adjunct) PKAT 202201 22 9 198 202301 22 6 132 202401 22 14 308 Single-Term (Employee, Standard) PKET 112 7 784 112 3 366 112 2 224 Single-Term (Employee, Standard) PKET 112 1 112 12 0 112 0 1144 13 928.2 71.4 16 1144.4 Single-Term (Student, Campus Housing) PKRT 71.4 6 428.4 71.4 13 928.2 71.4 14 2927.4 Single-Term (Student, Commuter) PKSA 71.4 28 1999.2 71.4 43 3070.2 71.4 41 2927.4 Single-Term (Student, Commuter) PKAT 202202 22 9 198 202302 22 3 66 202402 <td>Annual Permit (Student, Commuter)</td> <td>PKST</td> <td></td> <td>140.8</td> <td>812</td> <td>114289</td> <td></td> <td>140.8</td> <td><mark>810</mark></td> <td>114007.5</td> <td></td> <td><mark>140.8</mark></td> <td><mark>804</mark></td> <td><mark>113163</mark></td>	Annual Permit (Student, Commuter)	PKST		140.8	812	114289		140.8	<mark>810</mark>	114007.5		<mark>140.8</mark>	<mark>804</mark>	<mark>113163</mark>
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Single-Term (Employee, Discounted)PKDT82.63247.882.6182.682.	Annual Permit (Student, Veteran	PKSV		N/A				N/A				<mark>119</mark>	<mark>21</mark>	<mark>2499</mark>
Single-Term (Employee, Discounted)PKDT82.63247.882.6182.682.	Single-Term (Employee, Adjunct)	PKAT	202201	22	9	198	<mark>202301</mark>	22	<mark>6</mark>	<mark>132</mark>	<mark>202401</mark>	<mark>22</mark>	<mark>14</mark>	<mark>308</mark>
Single-Term (Employee, Standard)PKET11212784112133361121222Single-Term (OHSU Employee, Standard)PKRT112111211201120Single-Term (Student, Campus Housing)PKRT71.46428.471.413928.271.4161142.4Single-Term (Student, Commuter)PKSA71.4281999.271.4433070.271.4412927.4Single-Term (Student, High School)PKHT11	Single-Term (Employee, Discounted)	PKDT		82.6		247.8		82.6	1	<mark>82.6</mark>		<mark>82.6</mark>	<mark>3</mark>	<mark>247.8</mark>
Single-Term (OHSU Employee, Standard)PKET1121121111211201120Single-Term (Student, Campus Housing)PKRT71.46428.471.413928.271.4161142.4Single-Term (Student, Commuter)PKR371.4281999.271.4433070.271.4412927.4Single-Term (Student, High School)PKH7111<	Single-Term (Employee, Standard)	PKET		112		784		<mark>112</mark>	3	<mark>336</mark>		<mark>112</mark>		<mark>224</mark>
Single-Term (Student, Campus Housing)PKRT71.466428.471.413928.271.4161142.4Single-Term (Student, Commuter)PKSA71.4281999.271.4433070.271.4412927.4Single-Term (Student, High School)PKHT111	Single-Term (OHSU Employee, Standard)	PKET		112		112		<mark>112</mark>	0			<mark>112</mark>	0	
Single-Term (Student, Commuter)PKSA71.4281999.271.4433070.271.4412927.4Single-Term (Student, High School)PKHT111<	Single-Term (Student, Campus Housing)	PKRT		71.4		428.4		71.4	<mark>13</mark>	<mark>928.2</mark>		<mark>71.4</mark>	<mark>16</mark>	<mark>1142.4</mark>
Single-Term (Employee, Adjunct)PKAT20220222919820230222366202402Single-Term (Employee, Discounted)PKDT82.6082.63247.8Single-Term (Employee, Standard)PKET11222241125560Single-Term (OHSU Employee, Standard)PKET11201120Single-Term (Student, Campus Housing)PKRT71.4535771.45560Single-Term (Student, Commuter)PKSA71.4271927.871.4352499Single-Term (Student, High School)PKHT11011222Single-Term (Employee, Adjunct)PKAT2022032281762023032212264Single-Term (Employee, Adjunct)PKAT2022032281762023032212264202403	Single-Term (Student, Commuter)	PKSA		71.4		1999.2		71.4	<mark>43</mark>	3070.2		<mark>71.4</mark>	<mark>41</mark>	<mark>2927.4</mark>
Single-Term (Employee, Discounted)PKDT82.6082.63247.8Single-Term (Employee, Standard)PKET11222241125560Single-Term (OHSU Employee, Standard)PKET112011201120Single-Term (Student, Campus Housing)PKRT71.4535771.45560Single-Term (Student, Commuter)PKSA71.4271927.871.452499Single-Term (Student, High School)PKHT11011222Single-Term (Employee, Adjunct)PKAT2022032281762023032212264202403	Single-Term (Student, High School)	PKHT		11	1	11		<mark>11</mark>	1	<mark>11</mark>		<mark>11</mark>	<mark>1</mark>	<mark>11</mark>
Single-Term (Employee, Standard)PKET11222241125560Single-Term (OHSU Employee, Standard)PKET11201120Single-Term (Student, Campus Housing)PKRT71.4535771.45560Single-Term (Student, Commuter)PKSA71.4271927.871.4352499Single-Term (Student, High School)PKHT11011222Single-Term (Employee, Adjunct)PKAT2022032281762023032212264202403	Single-Term (Employee, Adjunct)	PKAT	202202	22	9	198	202302	<mark>22</mark>	<mark>3</mark>	<mark>66</mark>	<mark>202402</mark>			
Single-Term (OHSU Employee, Standard)PKET11201120Single-Term (Student, Campus Housing)PKRT71.4535771.45560Single-Term (Student, Commuter)PKSA71.4271927.871.4352499Single-Term (Student, High School)PKHT11011222Single-Term (Employee, Adjunct)PKAT2022032281762023032212264202403	Single-Term (Employee, Discounted)	PKDT		82.6	0			<mark>82.6</mark>	<mark>3</mark>	<mark>247.8</mark>				
Single-Term (OHSU Employee, Standard)PKET11201120Single-Term (Student, Campus Housing)PKRT71.4535771.45560Single-Term (Student, Commuter)PKSA71.4271927.871.4352499Single-Term (Student, High School)PKHT11011222Single-Term (Employee, Adjunct)PKAT2022032281762023032212264202403	Single-Term (Employee, Standard)	PKET		112	2	224		<mark>112</mark>	<mark>5</mark>	<mark>560</mark>				
Single-Term (Student, Commuter) PKSA 71.4 27 1927.8 71.4 35 2499 Single-Term (Student, High School) PKHT 11 0 11 2 22 Single-Term (Employee, Adjunct) PKAT 202203 22 8 176 202303 22 12 264 202403	Single-Term (OHSU Employee, Standard)	PKET		112	0			<mark>112</mark>	0					
Single-Term (Student, High School) PKHT 11 0 11 2 22 Single-Term (Employee, Adjunct) PKAT 202203 22 8 176 202303 22 12 264 202403	Single-Term (Student, Campus Housing)	PKRT		71.4	5	357		<mark>71.4</mark>	<mark>5</mark>	<mark>560</mark>				
Single-Term (Employee, Adjunct) PKAT 202203 22 8 176 202303 22 12 264 202403	Single-Term (Student, Commuter)	PKSA		71.4	27	1927.8		<mark>71.4</mark>	<mark>35</mark>	<mark>2499</mark>				
	Single-Term (Student, High School)	PKHT		11	0			<mark>11</mark>	2	<mark>22</mark>				
Single-Term (Employee, Discounted) PKDT 82.6 0 82.6 3 247.8	Single-Term (Employee, Adjunct)	PKAT	202203	22	8	176	<mark>202303</mark>	<mark>22</mark>	<mark>12</mark>	<mark>264</mark>	<mark>202403</mark>			
	Single-Term (Employee, Discounted)	PKDT		82.6	0			<mark>82.6</mark>	<mark>3</mark>	<mark>247.8</mark>				
Single-Term (Employee, Standard) PKET 112 2 224 112 7 784	Single-Term (Employee, Standard)	PKET		112	2	224		<mark>112</mark>	7	<mark>784</mark>				
Single-Term (OHSU Employee, Standard) PKET 112 0 112 0	Single-Term (OHSU Employee, Standard)	PKET		112	0			<mark>112</mark>	0					
Single-Term (Student, Campus Housing) PKRT 71.4 13 928.2 71.4 17 1213.8	Single-Term (Student, Campus Housing)	PKRT		71.4	13	928.2		<mark>71.4</mark>	<mark>17</mark>	<mark>1213.8</mark>				
Single-Term (Student, Commuter) PKSA 71.4 32 2284.8 71.4 35 2499	Single-Term (Student, Commuter)	PKSA		71.4	32	2284.8		<mark>71.4</mark>	<mark>35</mark>	<mark>2499</mark>				
Single-Term (Student, High School) PKHT 11 1 11 11 0	Single-Term (Student, High School)	PKHT		11	1	11		<mark>11</mark>		<mark>0</mark>				
Single-Term (Employee, Adjunct) PKAT 202204 22 2 44 202304 22 1 22 202404	Single-Term (Employee, Adjunct)	PKAT	202204	22	2	44	<mark>202304</mark>	<mark>22</mark>	1	<mark>22</mark>	<mark>202404</mark>			
Single-Term (Employee, Discounted) PKDT N/A N/A	Single-Term (Employee, Discounted)	PKDT		N/A				N/A						
Single-Term (Employee, Standard) PKET 112 4 448 112 3 336	Single-Term (Employee, Standard)	PKET		112	4	448		<mark>112</mark>	<mark>3</mark>	<mark>336</mark>				
Single-Term (OHSU Employee, Standard) PKET 112 0 112 0	Single-Term (OHSU Employee, Standard)	PKET		112	0			<mark>112</mark>	0					
Single-Term (Student, Campus Housing) PKRT 71.4 1 71.4 71.4 0 0	Single-Term (Student, Campus Housing)	PKRT		71.4	1	71.4		<mark>71.4</mark>	0	<mark>0</mark>				
Single-Term (Student, Commuter) PKSA 71.4 8 571.2 71.4 12 856.8	Single-Term (Student, Commuter)	PKSA		71.4	8	571.2		<mark>71.4</mark>	<mark>12</mark>	<mark>856.8</mark>				
Single-Term (Student, High School) PKHT 11 1 11 11	Single-Term (Student, High School)	РКНТ		11	1	11		<mark>11</mark>						

Temporary/Visitor Per Day No Charge	202201	878	<mark>202301</mark>	<mark>1032</mark>	<mark>202401</mark>
	202202	742	<mark>202302</mark>	<mark>788</mark>	
	202203	1011	<mark>202303</mark>	<mark>889</mark>	
	202204	339	<mark>202304</mark>	<mark>291</mark>	
VIP non-expiring			<mark>202301</mark>	<mark>74</mark>	<mark>202401</mark>
			<mark>202302</mark>	8	
			<mark>202303</mark>	<mark>5</mark>	
			<mark>202304</mark>	O	

<mark>970</mark>

<mark>101</mark>

Parking Citation Revenue 2023: \$67,035

Parking Citation Revenue 2024: \$24,700