REQUEST FOR PROPOSALS

PARKING MANAGEMENT SERVICES

September 12, 2016

PROPOSALS DUE:
<u>November 10, 2016</u>
City of Walnut Creek
1666 North Main Street,
Walnut Creek, CA 94596

REQUEST FOR PROPOSAL (RFP)

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LIST OF EXHIBITS

A. GARAGE OPERATING AGREEMENT
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I. REQUEST FOR PROPOSAL

PARKING FACILITY OPERATING AGREEMENT

The City of Walnut Creek is accepting proposals from qualified parking contractors who are interested in entering into a management agreement with the City of Walnut Creek for the management and operation of three (3) City-owned parking facilities and cleaning of City of Walnut Creek Library Garage for a five-year period, with an option to extend for up to one additional two-year period.

The Contractor's work will generally consist of operating a fully-automated parking access and revenue control system and providing management, security, custodial and maintenance services for (4) City of Walnut Creek parking garages. The facilities are located in the core downtown area of Walnut Creek, and are set forth in Exhibit B, attached hereto and incorporated herein.

Facilities

a) **The 640-space garage located at 1625 Locust Street**, known as the Lesher Center Garage. The garage operates 24 hours per day with two auto entry points, one elevator and four stairwells. The garage is located next to the Lesher Center of Arts (LCA), the City-owned and operated performing arts center and art gallery. The Center includes the 800-seat Hofmann Theatre, the 300-seat Margaret Lesher Theatre, the 130-seat Vukasin Theatre. The Lesher Center Garage operates separately from the LCA.
b) **The 422-space garage located at 1390 Broadway**, known as the Broadway Garage. This garage operates 24 hours per day with two auto entry points, one elevator and four stairwells.
c) **The 230-space garage located at 1350 Locust**, known as the South Locust Garage. This garage operates 24 hours per day with one auto entry point, one garage and three stairwells.
d) **The 140-space garage (120 spaces underground and 20 surface lot spaces**) located at 1644 North Broadway known as the Walnut Creek Library Garage is owned and operated by the City. This is not a gate-controlled garage and has one entry point. There are meters on the over-ground service lot and a pay station underground. The parking contractor would be responsible for regular maintenance, cleaning, power washing and closing the garage at midnight and opening the garage at 6:00 a.m.

II. CONTENTS OF PROPOSAL

Five (5) copies of proposals must include the following information in order to be considered:

1. A Transmittal Letter containing a signature of an officer of the firm authorized to bind the firm to the terms of the proposal, a statement that the proposal is valid for 90 days and a statement of whether any potential conflict of interest exists.

2. A brief overview of your firm, including your knowledge of Walnut Creek and experience and ability in managing 24-hour parking garages, business addresses of all officers, directors, and associates.

3. A Statement of Qualifications concerning recent parking facility management experience, including:
    a) Overview of the Firm.
    b) Name and address of each parking facility.
    c) Number of parking spaces in each facility.
    d) Type of facility (e.g., surface lot or structure); method of operation (e.g., attendant operation, fully-automated system, etc.); type of revenue control equipment and software used for each

facility (e.g., central cashiering systems, pay-on-foot machines, HID card key systems, security system, etc.).

e) Total annual gross revenues from each facility.
f) Dates of operation and reasons for contract termination, if applicable.

4. A statement outlining your firm's years of experience in and ideas for marketing the City's parking programs and maximizing facility utilization and revenues, as well as methods of minimizing losses, including auditing procedures.

5. A statement outlining your firm's experience planning and managing parking for special events, such as performing arts, art gallery shows with fixed parking rate or free parking.

6. A statement outlining your firm's years of experience maintaining 3rd party vendor agreements with credit card processing companies and holding account records for Merchant and Transaction IDs and maintaining the most recent Payment Card Industry Data Security Standard (PCI-DSS).

7. A statement outlining your firm's experience operating and maintaining automated parking access and revenue control systems, ideally systems manufactured by Scheidt & Bachmann, or equivalent. This includes experience with parking occupancy, payment, and duration data generated by the system.

8. References from at least four individuals, ideally from recent public agency projects of similar nature. Please provide the reference's name, title, agency, mailing address, phone number, email address and related project(s).

9. Contractor will provide a summary overview of its proposed project team structure. Overview should indicate how the project team lead will report in the company organization. Overview should also indicate how project team manages the garage management transition including hiring staff, notifying monthly customers, transfer of existing or establish new service contracts, transfer of utility bills, creating an inventory of all equipment.

10. The proposal must include a description of the Contractor's experience and knowledge of the applicable services, applications, software and data analytics, hardware, laws and regulations, customer service standards, needs assessment, etc. The proposal must indicate experience of the Contractor and sub-contractors in accomplishing these minimum requirements. The proposal must also include resumes of proposed team members outlining the member's knowledge and experience in performing requested services. Experience of proposed team members shall be verified during short-list interviews. Please note that no changes to the selected Contractor's project team proposed shall be allowed without prior written approval from the City.

11. A statement signed by your Chief Executive Officer, or authorized designee, that you agree with all of the City's terms and conditions, which are contained in the Garage Operating Agreement (Exhibit A). If you have any exceptions, limitations, or revisions to any of the terms and conditions of the Garage Operating Agreement, you must submit them in writing along with your proposal.

12. A statement of your firm's ability and plans for providing the highest level of customer service and quality of operation, and for creating a positive public image for the City's parking facilities by improving existing services and conditions at the facilities.

13. Submit your firm's ability to provide service, cleaning and maintenance under the contract.

14. Submit your firm's experience utilizing "state-of-the-art" hardware parking equipment technology for revenue tracking, accounting, financial reporting, customer utilization, etc.

15. A fee estimate in a sealed envelope (use the Pricing Sheet on page 6, Section X below).

16. Any other material that may assist the City in understanding your firm's services and capabilities.

A copy of the City's Garage Operating Agreement is attached for your reference and review.
The cost for preparing a proposal in response to the RFP is the responsibility of the firm. Five copies of the proposal are due **by 4:00 p.m. on Thursday, November 10, 2016**. Late submittals will not be considered. The proposals can be delivered or mailed to:

City of Walnut Creek
Attn: Carla Hansen, Parking Manager
1666 North Main Street
Walnut Creek, CA 94596

III. GENERAL REQUIREMENTS AND INFORMATION

The contractor selected pursuant to this request for proposal will be required to comply with the following requirements:

1. A City of Walnut Creek business license number (or the temporary business license number issued to new applicants). All contractors must possess a City of Walnut Creek business license and must have paid all outstanding business taxes, if any. Please contact the Business License at (925) 943-5821 for additional information or for obtaining a business license application.

2. Must be able to satisfy all requirements pertaining to insurance (See Section VIII for Insurance Coverage of Exhibit A – Garage Operating Agreement).

IV. AWARD OF CONTRACT

A contract will be awarded based upon an evaluation of several criteria to determine which proposer is most qualified to provide the highest level of professional services at a competitive cost. The method of selection will focus on the proposers' financial responsibility, automated parking facility operation and management experience, ability to provide the highest levels of service quality, the proposed cost of services to be provided, and other relevant considerations. The City reserves the right to reject any and all proposals. The final selection will not be based on the lowest-bid, but rather the best-value.

V. SELECTION PROCESS

The following criteria will be considered, although not exclusively, in determining which proposals are invited for an informal interview with the selection team. The selection team will review and rank the received proposals. Based on the proposals, at least three and no more than four firms will be selected for the short list and will be invited to an informal interview by the selection team.

Criteria	Maximum Points (100)
a. Completeness of Proposal	Pass/Fail
b. Qualifications and experience	30
c. Customer Service	20
d. System Operation and Management	10
e. Operation Implementation	10
f. Fee Proposal	30

Firms selected for an interview will be allowed 45 minutes to present their proposal to the selection team followed by a 15-minute question and answer session. The City anticipates the interviews will be scheduled around the week of December 6, 2016. A maximum of five individuals will be allowed on the firm's interview team. Based on the results of the interview, the City will negotiate a not-to-exceed fee with the top ranked firm. Once negotiations are complete, City staff will make a recommendation to the City Council for approval.

All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the last date established for proposal submission. Proposals may be withdrawn on written request from the proposer at the address shown in this solicitation prior to the last date for proposal submission. Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the time set for proposal submission.

It is the intent of the City to enter into a contract for services with the selected contractor within ninety (90) days of the last date established for proposal submission.

VI. PROJECT SPECIFICATIONS

The requirements as outlined in Exhibit A, Garage Operating Agreement, are to be considered as the minimum, base and core requirements for this project. Proposer wishing to propose additional services, wishing to propose an increase in the scope or quality of services as specified, or wishing to propose alternate compensation structures, are encouraged to submit such proposals, along with their proposed cost, as options to be considered.

VII. NEGOTIATION WITH SUCCESSFUL PROPOSER

Subject to the City's right to reject any and all proposals, the final scope and cost of services to be provided will be negotiated with the highest rated proposer after completion of the selection process. If is not possible to negotiate a satisfactory agreement with the highest rated proposer, that proposer will be dismissed and negations will commence with the candidate with the next highest score, and so on, until an agreement can be reached.

VIII. CRITICAL DATES

The proposal process schedule is as follows:

City releases RFP	September 12
City responds to all questions	October 27
Proposals due	November 10
City releases short-list of firms to be interviewed	November 17
Interviews (tentative)	December 6

Selection Committee selects and notifies best qualified firm	December 14
City Council awards Garage Operating Agreement (tentative)	January 2017

The firm's schedule for the preparation of the garage operation is to be included with the submitted proposal.

IX. QUESTIONS

Questions regarding this RFP should be submitted in writing and directed to Carla Hansen, Parking Manager via e-mail at hansen@walnut-creek.org, no later than **October 17, 2016.** As necessary, responses to questions will be issued via an addendum. The City of Walnut Creek reserves the right to reject any and all proposals.

This RFP, subsequent addendums, and all attachments are available online at the City of Walnut Creek's website at www.walnut-creek.org. Go to the "Doing Business" and select "Bid on a Project".

X. RESERVATIONS

Additional information regarding RFP submittal, content, processes and procedures is listed below:

1) All proposals will become the property of the City of Walnut Creek and will not be returned to Contractors. Contractors are advised that all documents submitted with their proposals are public records open to inspection without redaction, and are directed to California Government Code Section 6250 (Public Records Act), which is available on the State Internet site (www.ca.gov).

2) The City of Walnut Creek reserves the right to reject any and all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel this Request for Proposal, in whole or in part, or decide to award a contract to perform only some of the services outlined in this Request For Proposal, without liability, obligation, or commitment to any party, firm, or organization.

3) In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal, and to negotiate the final scope of services with the selected contractor. The City is not liable for any costs incurred by contractors prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the contractor in responding to the RFP are entirely the responsibility of the contractor, and shall not be reimbursed in any manner by the City of Walnut Creek. No materials or labor will be furnished by the City.

   Only the City Council of Walnut Creek can legally commit to the expenditure of funds in connection with this proposed procurement. Only the City Manager, or his designee, after being duly authorized by the City Council, may execute the Garage Operating Agreement with the successful contractor. Further, it is understood that respondents must independently evaluate the information in this RFP and that the City makes no guarantee of data accuracy.

4) The City reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and negotiations with any qualified respondent in any manner deemed necessary by the City to serve its best interests. The City also reserves the right, based on its sole judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews or negotiations.

5) If, in the opinion of the City, a proposal contains false or misleading statements or references, it may be rejected.

6) The City reserves the right to obtain written clarification of any point in a Contractor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Contractor to respond to such a request for additional information or clarification may result in rejection of the Contractor's proposal.

7) Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Contractor's proposal not being reviewed.

8) City of Walnut Creek reserves the right, without qualification, to select a Contractor for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the respondent's respective records of past performance.

9) Elaborate brochures, sales literature, and other presentations beyond that which is sufficient to present a complete and effective response are not desired.

10) The contractor's proposal shall not be made contingent upon uncertain events or engineering, which shall not have occurred until after the RFP is completed.

11) In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an email notifying an addendum, supplement or amendment to this RFP will be provided to Contractors who received an original invitation to bid via email OR responded to us with their contact information as described on the cover letter of this RFP. Changes to the RFP shall be accomplished by an amended page or pages.

12) Contractor agrees that any response submitted to this RFP will remain current and valid for a period of not less than 120 calendar days from the proposal due date.

XI. PRICING & STAFFING SCHEDULE

Proposer must submit all pricing rates and related information in accord with the following description and format:

Monthly Management Fee, is the price to paid to the operator by the City, monthly, for the provision of management services (including the services of General Manager, accounting and clerical services, administration and supervisory costs relative to the provision of all services required by this specification), routine cleaning and maintenance services, credit card processing fees, estimated special event staffing costs, and all other costs of providing the services required by this Specification. This fee is a flat, constant monthly rate.

Proposed Staffing Schedule, is the weekly staffing schedule proposed by the Operator to ensure continuous staffing coverage in the garages on a 24-hour basis. Exhibit A, Garage Operating Agreement, provides guidance on minimum staffing levels.

PRICING SHEET

1) **Broadway Garage**

Item Description	Proposed Time Unit	Estimated Unit Price ($)
Monthly Management Fee	Month	

2) **Lesher Center Garage**

Item Description	Proposed Time Unit	Estimated Unit Price ($)
Special Event Rate:	Hourly	
Parking Attendant	Hourly	
Parking Supervisor	Hourly	
Total Monthly Management Fee	Month	

3) **South Locust Garage**

Item Description	Proposed Time Unit	Estimated Unit Price ($)
Monthly Management Fee	Month	

4) **Walnut Creek Library Garage**

Item Description	Proposed Time Unit	Estimated Unit Price ($)
Monthly Cleaning Fee	Month	

PROPOSED STAFFING SCHEDULE

Staffing Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total HRS/WK

CITY OF WALNUT CREEK
GARAGE OPERATING AGREEMENT
WITH _____

This Agreement is made and entered into as of _____, 2016, between _____ ("Operator") and City of Walnut Creek, a municipal corporation ("City").

WHEREAS, Operator, in return for good and valuable consideration from City, recognizes and agrees that Operator's service in performing the duties and obligations of this Agreement shall be of a high standard of quality in the provision of services for operation, maintenance and security of the City's parking garages.

NOW, THEREFORE, the parties agree as follows:

1. Location. This Operating Agreement pertains to the following facilities:

   a. The 640-space garage located at 1625 Locust Street, known as the Locust Street Garage;

   b. The 422-space garage located at 1390 Broadway, known as the Broadway Garage;

   c. The 230-space garage located at 1350 Locust, known as the South Locust Garage;
   d. The 140-space garage located at 1644 North Broadway known as the Walnut Creek Library Garage

2. Term. The term of this Agreement shall commence on _____and shall expire on _____Other than for the reasons enumerated in Section 11 that shall cause immediate termination of this Agreement, either party may terminate this Agreement at any time for any reason by giving ninety (90) days written notice to the other party.

   a. Month-to-Month Term. Upon the expiration of the term of this Agreement, this Agreement shall continue on a month-to-month basis until the City enters into a new Operating Agreement for the garage premises. The month-to-month term may be terminated by either party upon written notice of termination at least fifteen (15) calendar days prior to the last day of the month.

3. Relationship of Parties. This Agreement is made solely for the purpose of authorizing Operator to manage and operate the above-described parking garages. City and Operator are not partners or joint ventures, and the services to be rendered by Operator are as an independent contractor. All personnel for the parking operation shall be employees of Operator and shall not be considered employees of City.

4. Obligations of the Operator.

a. Compliance with Laws. Operator shall perform each duty and obligation imposed herein in full compliance with the Walnut Creek Municipal Code and other ordinances of the City, and all applicable laws of the State of California and the United States of America.

b. Standard of Service and Performance. Operator agrees to provide a high standard of performance in the execution of all obligations and duties as hereinafter provided, particularly with respect to service given directly to the public utilizing the City's parking garages. The City reserves the right, through the office of the City Manager or his designee, to instruct the Operator as to the standard of performance when deemed necessary.

c. Personnel. For the performance of any duties required by this Agreement, Operator shall employ, engage and retain only persons who are competent, efficient, qualified and of honest reputation. Operator shall maintain close supervision over all personnel to insure the integrity and maintenance of an honest and high standard of service to the public, as well as to insure that said persons discharge their duties in a courteous and efficient manner. The operator shall be for responsible for the conduct, demeanor and appearance of employees while on or about the Parking Facilities or while acting in the course and scope of employment.

d. Operation of PARCS. It is anticipated that the staff of Operator will provide the following duties in connection with the PARCS computerized revenue and vehicular access program:

1. Training to Operate PARCS. Operator shall attend any training provided by Scheidt and Bachmann to operate the system and shall provide periodic training provided thereafter.

2. PARCS Equipment Maintenance. Operator shall provide basic maintenance of the PARCS equipment, including but not limited to providing general maintenance services described as "First Line" repairs in the Scheidt and Bachmann Maintenance Plan ("Maintenance Plan"), attached as Exhibit A, including the following examples of maintenance responsibilities:

    a. General Cleaning, Calibration and Preventative Maintenance
    b. General Fault Isolation (Troubleshooting) techniques
    c. Clearing ChipCoin and Verifer Jams
    d. Clearing Pay on Foot ChipCoin and/or Receipt Jams
    e. Simple Component "Swap Out" operations
    f. Replacement of Broken or Damaged Barrier Gate Arms
    g. System Restart and/or System Reboot

Operator shall also promptly notify the City, or if a City representative is not available, shall notify the identified contact at Scheidt & Bachmann, of any operational problems or maintenance issues, described as "Second Line" in the Maintenance Plan.

3. Operator shall provide periodic monitoring of all the garages to ensure efficient operation of the PARCS ticketing system. Operator shall also respond promptly to all customer inquiries or requests for assistance at each garage.

4. Operator agrees to cooperate and assist City in prosecuting any claims or proceedings against a third party for damages caused by third party to any of City's parking facilities.

e. Operational Staffing. The parties acknowledge that all of the garages operate on a 24-hour continual basis. Accordingly, Operator will provide 24-hour staffing for the City's parking garages as per the proposed Staffing and Fee Schedule attached as Exhibit B. City reserves the right to make changes in the staffing schedule should their observation or that of the Operator indicate an adjustment is needed. Operator and City both agree to negotiate changes in the Operator's compensation should the staffing schedule change after this Agreement is signed. If additional staffing hours exceed this amount, City shall not be responsible for paying of these additional staffing hours unless mutually agreed upon in writing prior to the occurrence of the additional staffing hours.

1. Additional Staffing:

Subject to prior approval by the City's Parking Manager, Operator shall supply additional attendants as necessary to facilitate ingress and egress of vehicles at the Lesher Center Parking Garage before and after events or performances at the Lesher Center for the Arts and any other downtown events or activities. Operator also agrees to cooperate and communicate with City staff regarding scheduling of events and performances at the Lesher Center of the Arts to maintain smooth and prompt ingress and egress from the Lesher Center Parking Garage. Payment for additional staff shall be in included in the Operator's monthly garage rate.

2. On-Site Parking Manager or Supervisor:

Operator shall provide one on-site Parking Manager or Supervisor who shall monitor staff at all the garage facilities during all operating hours at the garages. In addition to the monthly payments made to Operator pursuant to Section 5(a) below, City agrees to pay Operator on a monthly basis at the negotiated rate described in Exhibit B.

f. Custodial Services. Operator shall provide all cleaning, both manual and machine, required to keep all garages, including offices, elevators, signage, stairs, restrooms, and other areas of the garages clean, neat and free of dust, dirt, debris, garbage and graffiti at all times. Operator shall provide all cleaning materials. Operator shall replace light bulbs and tubes and perform touch-up painting as needed. Operator also agrees to promptly notify City of the need for building maintenance or equipment repair that is the City's responsibility under the terms of this Agreement.

i. Daily Maintenance Daily maintenance of all garages shall include but is but is not limited to picking up and removal of all litter, debris, bottles, cans and other extraneous materials from the garage, sidewalks, internal and external stairwells, emptying and disposal of all trash receptacles, power broom and hand sweeping, mopping, and graffiti abatement.

ii. Routine Maintenance Routine maintenance (twice per month) shall include power broom or hand-sweep the parking decks, entrance ramps, sidewalks in and next to entrance ramps and driveways of each Facility thoroughly. Elevator floors, stairs, stairwells, halls, corners, areas between rows of wheel stops or wheel stops and curbs, and any other areas inaccessible to the power broom shall be thoroughly hand swept. Interior walls, corners, ceilings, and fixtures shall be cleaned of cobwebs, dust, and loose soil. The interior liners of all waste receptacles shall be scrubbed and disinfected to ensure that they are clean and odor-free. Appropriate detergents and cleaners shall be used in cleaning as necessary. At the discretion of the City's Parking Manager, routine maintenance may be required to be performed less frequently if the facility is maintained in a clean and orderly state.

Steam cleaning/power washing as needed in specific areas, including but not limited to all sidewalks and interior and exterior stairwells, elevators, vehicle and pedestrian access areas shall be performed on a twice per month basis and each entire Garage on a twice per year basis with industrial steam cleaning equipment. At the discretion of the City's Parking Manager, steam cleaning may be required to be performed less frequently if the facility, including sidewalks and stairwells, is maintained in a clean and orderly state.

g. Minor Repairs Operator shall perform minor repairs as needed including replacing blubs, monitor fire extinguishers and hose boxes for good working order and report any malfunctions to the City's Public Works Department. Operator shall monitor and check parking elevators in parking garages and report any malfunctions to City's Public Works Department. The Operator is responsible for calling and scheduling normal service calls of the elevator maintenance company.

h. Security Cameras/Dynamic Occupancy Signs. Operator shall insure that security cameras in all garages are operational at all times and shall notify City of any operational problems or maintenance issues associated with the security cameras, including any Digital Video Recorders ("DVR") or associated network equipment required for the continuous operation of the security camera system. Any data collected by these security cameras are to be maintained for a period of one year. Operator also agrees to insure that the dynamic signs or other electronic signs installed by City to indicate available parking for the public are operational at all

times and shall notify City of any operational problems or maintenance issues associated with the dynamic occupancy signs at each garage.

i. Traffic Control. Operator agrees to implement any necessary traffic control plans specified or approved by the City's Transportation Engineer or designee to ensure the smooth flow of traffic in the garages.

j. Monthly cards.

1. "Monthly card" means an encoded and programmable plastic proximity card that shall allow bearer access to and exit from a parking garage without payment of an additional fee. Each monthly card shall be identified by a numerical system established by Operator and automated PARCS system, and an inventory shall be kept of all issued and non-issued cards.

2. Operator shall sell and issue monthly cards upon proper payment. Operator shall record the name, vehicle make and model, and address of the purchaser and the date issued, and such other information as requested by City.

3. No monthly cards shall be sold or issued by Operator unless at the time of sale and issuance Operator charges and collects therefore on behalf of the City, in advance, such charge or fee as City shall establish.

4. In addition to issuing new monthly cards, Operator will review and renew or revoke previously issued cards each month. Parking access shall be denied to monthly parkers who do not remit payments by the fifth (5th) day of each month.

5. New monthly parker accounts shall pay upfront a prorated fee that covers the period of card activation through the end of the current month. A prorated fee shall be calculated as the total regular monthly fee divided by the total calendar days in the month, then multiplied by the number of days remaining in the month, including the day of card activation if the parker will use the facility that day. If a new monthly parker is activated after the Operator's invoice date (invoice for the subsequent month), Operator shall collect the next month's parking fee in addition to the monthly prorated fee.

6. Invoices processed by the Operator for monthly accounts shall be prepared in a manner prescribed by the City. Invoices shall be mailed by the 20th working day of each month for the parking fee covering the following month. For example, invoices dated January 20 will be for parking privileges for the month of February. Invoices shall clearly indicate the following statement "Payment should be received by the 5th calendar day

of the following month. Parking access for this account will be revoked when payment is not received by the 5th." Payments for monthly parker accounts shall be remitted to the Operator's billing address or garage location.

7. Operator shall provide "Monthly Accounts Receivable Aging Report": This report shall summarize the current account balance by name and corresponding parker card number and shall identify the balance owed that is listed by the following categories: "current," "30 days" past due and "60 days and longer" past due. Operator shall send collection letters to monthly account holders with balances 30 days past due. Copies of collection letters shall be provided to the City on a monthly basis.

k. Safekeeping of Garages and Appurtenances. During all hours of operation, and whenever Operator is performing any obligation of the Agreement at a garage, Operator shall provide for the safekeeping of the garage and all City-owned property used in the operation of the garage. During hours of operation, Operator shall promptly report any suspicious or illegal activity, or the presence of unauthorized persons to the Walnut Creek Police Department.

l. Accounting Records. Operator shall maintain full and complete accounting records, in conformity with generally accepted accounting principles applied on a consistent basis, and Operator shall deliver to City once yearly a financial statement for the preceding year, in such form and providing such information as the City may require. The City, through a Certified Public Accountant appointed by the City, shall at all reasonable times have the right to inspect and audit the records of the Operator supporting such statements. Operator shall maintain all records on a calendar month basis.

m. Marketing/Promotional Materials: Any marketing or promotional materials, activities, or other similar type of documents must be submitted and approved by City prior to publication or dissemination to the public.

5. Obligations of the City.

a. City Payment of Operator. In consideration of the performance of the services required of the Operator under the terms of this Agreement, City shall pay to Operator per year the amounts according to the fee schedule described in Exhibit B, attached hereto. Payments shall start in the month after the Effective Date commences and will continue thereafter for the remaining effective dates of this agreement. A fixed 3% increase shall be applied to annual payments for the initial 5-year term.

i. After the expiration of the term of this Agreement, should the parties continue on a month-to-month basis, the City's monthly payments to

Operator for each garage and the negotiated rate for additional staffing shall be adjusted based upon the percentage changes in the Consumer Price Index for the San Francisco Bay Area (CPI-U) and shall be adjusted on an annual basis thereafter, not to exceed an increase of 3% in any year;

c. The Operator's invoice to City shall properly identify supporting information for any extra attendant hours worked and any other agreed upon reimbursable costs, including dates and a description of the purpose of the additional hours and cost.

d. The Staffing and Fee Schedule is attached as Exhibit B. The Operator is obliged to keep the gates open and the garage accessible to the public on a 24 hour basis upon the Effective Date, excluding Christmas Day and New Year's Day.

e. City shall provide the following services, and have the following responsibilities:

1. Provide structural maintenance including but not limited to plumbing and electrical problems.

2. Provide and maintain all PARCS equipment (other than the basic "first line" PARCS maintenance by Operator as provided in Paragraph 4(d)(2) above) automated pay stations, card readers, printers, computers, cash registers and other hardware and equipment to operate garages.

3. Provide all tokens and monthly cards needed to operate the garages. Operator shall bear the cost for obtaining replacement tokens necessary for operation.

5. Pay all utilities for four garages.

f. Closing of Garages. In the event it becomes necessary for any reason to close one or more of the three garages for periods of one day or more, the payments due under this Agreement shall be reduced pro rata for the number of days in a month the garage or garages are closed. For the purposes of this calculation, each month shall have thirty (30) days.

6. Receipts, Payments and Accounting

a. Handling of Revenue. All fees, and any other monies collected at the garages by Operator shall be processed through the automated pay stations and central cashiering station provided by the City and in the manner prescribed by City. All fees and receipts collected by Operator pursuant to this Agreement shall constitute a debt of the Operator payable to the City in an equal amount to that collected. Operator bears all responsibility for the safekeeping of all such fees and receipts. Operator bears all responsibility for lost or stolen receipts.

1. In the event Operator accepts a check or bank draft in lieu of a cash payment, such checks or draft shall be made payable to the City of Walnut Creek. Operator shall not be relieved of any duty to pay the City the face amount shown on any check or draft in the event such instrument is not honored for payment by the institution upon which it was drawn.

d. Operator Remittance of Monthly Parker Fees: All fees collected by Operator pursuant to this Agreement shall be remitted to the City under the following schedule:

1. Monthly Parkers: Receipts for monthly parkers for Monday through Thursday shall be remitted to City by the next working day after the receipt is collected. Weekend receipts collected on Friday, Saturday and Sunday are included with the Monday deposit or the next working day if Monday is a holiday. The City will provide Operator with carbon copy bank deposit tickets (two copies per ticket) and sealable bank deposit bags. Operator will prepare the deposit ticket and leave two (2) copies of the deposit ticket at the bank designated by the City. The monthly parker deposits shall not be commingled with the daily/hourly parking deposits. Operator agrees to deposit any cash or checks through the City's daily pickup with Loomis or similar deposit transportation service. City shall provide deposit slips and deposit bags for this purpose. Copies of all deposit slips shall promptly be made to City.

7. Indemnification and Hold Harmless.

Operator shall indemnify, defend, and hold harmless the City and its officers, officials, agents, employees and volunteers against any and all liability, claims, actions, causes of action or demands whatsoever against any of them, including any injury to or death of any person or damage to property or other liability of any nature, arising out of or in any way connected with the performance of this Agreement by Operator or Operator's employees, officers, officials, agents or independent contractors, except for the sole negligence or willful misconduct of City.

8. Insurance. Operator shall procure and maintain at its sole cost for the duration of this agreement the following insurance:

a. Minimum Scope of Insurance:

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001);

2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering automobile Liability, code 1 "any auto";

3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employers Liability insurance.

b. Minimum Limits of Insurance:

Operator shall maintain policy limits of no less than:

1. General Liability: $2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit;

2. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage;

3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the labor code and employers liability limits of $1,000,000 per accident.

c. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the city, its officers, officials, employees and volunteers; or operator shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. Other Insurance Provisions:

The policies shall contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:

   a. The City, its officers, officials, employees, agents and volunteers are to be covered as Insured with respect to liability arising out of activities performed by or on behalf of Operator; products and completed operations of Operator; premises owned, occupied or used by Operator; or automobiles owned, leased, hired or borrowed by Operator. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers;

b. Operator's insurance coverage shall be primary insurance as respects the City, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of Operator's insurance and shall not contribute with it;

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers;

d. Operator's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by operator for the City.

3. All Coverages:

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

e. Acceptability of Insurers:

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

f. Verification of Coverage:

Operator shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the City before work begins. The City reserves the right to require complete certified copies of all required insurance policies at any time.

9. Safety and Accidents. Operator shall comply with all laws and industrial safety standards. If a death, serious personal injury or substantial property damage occurs in connection with the performance of this Agreement, Operator shall immediately notify

the City's Risk Manager by telephone. Any reports prepared by Operator shall also be promptly submitted to the City's Risk Manager.

10. Assignment. City has entered into this Agreement in part because of the qualifications of Operator. Accordingly, Operator shall not assign or transfer this Agreement or any of the rights or privileges herein agreed without the express written consent of City, which consent may be withheld with or without cause.

11. Termination. City reserves the right to immediately terminate this Agreement in the event any one of the following circumstances occurs during the term of this Agreement:

    a. The failure of Operator to duly and punctually make any payments required hereunder when due to City within three (3) days after written notice from City of such failure to comply;

    b. The failure of Operator to maintain the quality and conditions of service imposed under the terms of this Agreement, upon five (5) days written notice to correct the condition(s) objected to;

    c. The failure of the Operator to keep in full force and effect at any time the policies and amounts of Insurance required in this Agreement upon five (5) days written notice to Operator to correct the condition(s);

    d. The happening of any act which results in the suspension or revocation of the rights, power, licenses, permits and authorities necessary for the conduct and operation of the City's parking facilities as herein authorized;

    e. Any substantial change in the ownership or proprietorship of Operator that, in the opinion of the City, is not in the best interest of the City or of the public;

    f. A petition under any part of the federal bankruptcy laws, or an action under any present or future solvency law or statute shall be filed by or against Operator and shall not be dropped or dismissed within thirty (30) days after the filing thereof;

    g. Operator voluntarily discontinues its obligations under this Agreement for a period of three (3) days or more;

    h. Operator agrees that if this Agreement is terminated, Operator agrees to cooperate in every way possible with any succeeding Operator, so that the public shall not be inconvenienced by the change of Operators.

12. Operator's Duties Upon Expiration of Term. Operator agrees that if upon City's request, at expiration date of the term of this Agreement, or at the earlier termination thereof, Operator shall move its personnel and equipment from each garage facility, leaving each garage facility in good condition, reasonable war and tear and acts of God excepted. The City's equipment and equipment purchased by Operator and reimbursed by the City shall

be left in good working order and appearance. Operator also agrees that at the expiration date of this Agreement or at the earlier termination hereof, Operator shall provide City with current, accurate financial records pertaining to each garage facility, including monthly parker lists for each garage facility.

13. Possessory Interest Tax. Pursuant to section 107.6 of the Revenue and Taxation code, City hereby advises, and Operator recognizes and understands, that this Agreement may create a possessory interest subject to property taxation and that Operator may be subject to the payment of property taxes levied on such interest. Operator shall pay, prior to delinquency, all taxes assessed against and levied upon Operator's possessory interest, if any

14. Miscellaneous Obligations:

a. Right of City to Inspect. City shall have the right, at any and all reasonable times, to inspect, examine and investigate any and all operations and activities of Operator and of its officers and employees, connected or related to the operation or maintenance of the City's garages or to the doing of any of the actions required by Operator under this Agreement;

b. Rates and Schedules. Parking rates, hours and methods of operation, discounts and allowances shall be determined and directed in writing by City to Operator;

c. City's Right to Operate. In the event Operator fails to perform its obligations set forth in this Agreement, as an additional remedy and prior to taking formal action authorized in Section 11, City shall have the right to immediately assume operational control of any or all of the parking garages in whatever manner is necessary to continue smooth operation of the garages. This right shall include, but not be limited to, and only to the extent necessary, the right to collect parking fees from users of the garage;

d. Uniforms. Operator agrees to have all parking personnel outfitted in uniforms acceptable to the City. Uniforms must be such that garage employees are readily recognizable as garage personnel and which are easily visible at nighttime. City reserves the right to determine what identification will appear on the uniforms;

e. Alterations/additions. Operator shall not make any alterations, changes, or additions to the garages, or to any fixtures or equipment owned by City without first having obtained written consent of City;

f. Nuisance or Waste. Operator shall not commit, permit or allow any nuisance or waste in, or damage to the garages, or permit the use of the garages for any illegal or immoral purposes.

15. Conditions and Covenants. Each covenant herein is a condition, and each condition herein is as well a covenant by the parties bound thereby, unless waived in writing by the parties hereto.

16. Fair Meaning Construction. The language of this Agreement shall be construed according to its fair meaning, and not strictly for or against either City or Operator.

17. Notices. Any action, notice or request required to be taken, given or made by City hereunder may be taken, given or made by the City Manager, or such other person or persons as he may authorize for the purpose. All notices, requests, or other papers required to be given or delivered to Operator shall be deemed to be duly and properly given or made if mailed to City, postage prepaid, addressed to:

Contact Person: _____
Name of Operator: _____
Street Address: _____
City, State, ZIP: _____

or personally delivered to Operator at such address, or at such other address as Operator may designate in writing to City. All notices, requests, or other papers required to be given or delivered to City shall be deemed to be duly and properly given or made if mailed to City, postage prepaid addressed to:

CITY MANAGER
CITY OF WALNUT CREEK
P.O. BOX 8039
WALNUT CREEK, CA 94596

or personally delivered to City Manager at the City, or at such other address as City may designate in writing to Operator.

18. Entire Agreement. This Agreement is the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement may be amended only by written agreement signed by both parties.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by and through their duly authorized officers and representatives as of the date first above written.

CITY OF WALNUT CREEK

By_____
City Manager

Attest:

By_____

OPERATOR

By_____

Title_____

REVIEWED BY:

_____
City Attorney

EXHIBIT B

Staffing and Fee Schedule

Staffing Schedule:

Staffing Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total HRS/WK

City Payment of Operator – Monthly Fee:

In consideration of the performance of the services required of the Operator under the terms of this Agreement, City shall pay Operator per month the following amounts:

Location	Year 1 FY17	Year 2 FY18	Year 3 FY19	Year 4 FY20	Year 5 FY21	Total
Lesher Center						
South Locust						
Broadway						
Library						
Annual Totals						

Negotiated Rate for Additional Attendants/Staff:

In addition to these monthly amounts, the City also agrees to pay the negotiated rate of **$_____** per hour for additional attendants (approved in advance by City) and **$_____** per hour for the on-site Parking Manager, as set for the in Section 4(e)(1)-(2) herein.

After the expiration of the term of this Agreement, should the parties continue on a month-to-month basis, thereafter, the City's monthly payments to Operator for each garage and the Negotiated Rate shall be adjusted based upon the percentage change in the Consumer Price Index for the San Francisco Bay Area (CPI-U) for the prior 12-month period, not to exceed an increase of 3% in any year.

Parking Revenue Control System (Chip-Coin)

MAINTENANCE PLAN

- Exhibit A-

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1. Contract Preventative Maintenance Plan

1.1 Introduction

This document outlines the Preventative Maintenance Plan developed by Scheidt & Bachmann for the City of Walnut Creek

This plan includes:

Maintenance Services Overview

Maintenance Responsibilities

'Hotline' Support Services

Resourses

Response Times

1.2 General Planning

Based on the Maintenance and Warranty Agreements as outlined in the contract, the following Maintenance Plan has been developed. The following paragraphs provide information on the Scheidt & Bachmann General Plan for Maintenance and Product Support.

1.3 Maintenance Responsibilities

The overall responsibility in accordance with the Maintenance and Warranty Agreements rests with Scheidt & Bachmann As such; Scheidt & Bachmann will provide training to the City of Walnut Creek Personnel so that they may provide the "First Line Maintenance" as discussed below. Scheidt & Bachmann's own Factory Trained team of technicians will also provide maintenance services on S&B Equipment.

In addition to this, Scheidt & Bachmann will assume the responsibility to organize, schedule and supervise all maintenance from it's third party subcontractors and suppliers as needed.

Based upon the Training provided by Scheidt & Bachmann, the City of Walnut Creek personnel will be responsible for "First Line" maintenance. "First Line" maintenance is defined and outlined in the following paragraphs.

(Note: This includes all Field Level Devices such as Chip Coin Dispensers, Exit Verifiers, Barrier Gates, Proximity Readers, Pay On Foot (POF) Stations and Central Cashier Terminals:

- General Training on Equipment Description and Principles of Operation
- Standard Quarterly Preventive Maintenance (PM)
- General Maintenance (Includes all standard maintenance that can be performed using no special tools as follows) :
    - Accessing the internal components of all field devices
    - General Fault Isolation (Troubleshooting) techniques
    - Clearing ChipCoin and Verifier Jams
    - Clearing POF ChipCoin and/or receipt Jams

- Replenishing Coin and Receipt Stock
- Barrier Gate operations and barrier gate arm replacement

In addition, all trainees will be trained in the use of the Scheidt & Bachmann "Hotline" Support Services and the procedures required getting Scheidt & Bachmann Factory Service personnel to provide "Second Line" response when and as required.

1.3.1 "First Line" Maintenance and Repair Examples

Listed below are examples of Scheidt & Bachmann's definition of "First Line" maintenance responsibilities provided the City of Walnut Creek personnel in accordance with this plan.

- General Cleaning, Calibration and PM
- Fault Isolation to determine First or Second Line responsibility
- Clearing ChipCoin and Verifier Jams
- Clearing POF ChipCoin and/or receipt Jams
- Simple Component "Swap Out" operations
- Replacement of Broken or Damaged Barrier Gate Arms
- System Restart and/or System Reboot

In cases where the customer and S&B Hotline support determine that the level of maintenance and/or repair is of a "Second Line" level of responsibility, the S&B Teams will be responsible for diagnosing and resolving the issue in accordance with the plan as outlined below.

1.3.2 S&B Responsibility ("Second Line" Maintenance and Repair Services)

Scheidt & Bachmann will provide "Second Line" maintenance and Repair Services to the City of Walnut Creek in accordance with the following:

- Standard Quarterly Preventative Maintenance
- System evaluation and troubleshooting
- Component Swap-Outs
- Network Maintenance
- Facility Level maintenance and repair service
- All lane level maintenance and repair service

1.3.2.1 Hotline Support

S&B will provide "Hotline" Support

The hotline support as previously indicated provides a single point of contact between the City and Scheidt & Bachmann for maintenance and service support for all elements of the System including third-party elements. The Hotline Support representatives are capable of providing a high level technical assessment of any fault within the system, administrative through field level.

A confidential telephone number will be distributed to all approved personnel which shall provide 24 hour hotline support. When calling, the customer will be asked for their name and password as a form of identification, prior to being asked to provide details regarding the fault incident.

The Hotline representative will assess the situation immediately, possibly with the assistance of a computer remote (NetOp) connection to view the actual status of the system and any alarm log files created due to this fault. Consequently, the hotline technician shall take the appropriate action to provide the most capable and best equipped onsite service support.

This Hotline service greatly reduces potential down time of the system, and significantly lowers exposure for maintenance and repair expenses for the Ctiy.

1.3.2.2 Resources

S&B will provide Technical Support Resources (Field Service Technicians and Specialists) as agreed.

1.3.2.3 S&B Response Time

Scheidt & Bachmann will be available to respond within the below described schedule to a service call placed by selected City staff. Guaranteed response shall be dependent upon the critical nature of the malfunctioning component. Scheidt & Bachmann will endeavour to repair defective components within 24 hours. However, depending on the severity of the defect, this time frame may not be reasonable consequently, repair time may be extended.

1.3.2.4 Spare Parts

S&B will provide Spare Parts as follows

- The City shall provide space where S&B may store a small quantity of spare emergency parts, under the exclusive control of S&B to be accessed only by S&B service personnel while onsite.

1.3.2.5 Logistics

During the warehousing and shipping process, spare parts and components will be handled in a way that guarantees compliance with all aspects of the environmental conditions required to protect the integrity of the spare parts and components.

The PRCS equipment will be warehoused in combination with the associated peripheral components that have been received from 3rd party vendors or suppliers, and inspected by Scheidt & Bachmann trained staff.

1.3.2.5.1 Maintenance Log

Scheidt & Bachmann shall maintain Maintenance Logs of all preventive maintenance and corrective repair services during the warranty period or for any service contract thereafter.

The Logs shall be in the standard S & B format. Examples of the Scheidt & Bachmann standard Preventive Maintenance Program (PMP) are attached for review, prior to system installation and it is understood that this may be modified to meet the needs of the City.

The active Logs shall be available for inspection by the City of Walnut Creek personnel at any time during the warranty time or maintenance contract thereafter. The Maintenance Logs shall be turned over to the City at the end of the warranty period. Additional maintenance logs will also be provided throughout the term of any service contracts. The logs shall include a parameter driven maintenance log (by date, by comment type, by specific module, by problem type) and inventory reports. In addition, the logs shall itemize the history of preventive maintenance and corrective/repair activities and be kept on a component-by-component basis. The logs shall also show records of all software and hardware updates.

1.3.2.5.2 Sample Maintenance Logs

1.3.2.5.2.1 PMP Log File, Entry Lane

Parking Lot: _____ Lane: _____ Date: _____

Task	Task Description	Inspected	Add Work needed	Ref to Work Order
Dispenser				
Housing	Check housing for severe damage			
Button	Check Buttons for functionality and damage			
Intercom	Check for functionality			
Coin Feeder Unit	Clean Unit and check for damage and abrasion			
Heater	Clean Heater, check for damage und functionality			
Loops	Check Loops for functionality, reset Loop Detectors			
EPR Board	Check connections, free from dust			
Insertion Reader	Clean Unit and check for damage and abrasion			
Database	Run complete update			
Gate				
Housing	Check housing for severe damage			
Gate Arm	Check housing for severe damage, check connections			
Limit Switches	Control Limit switches, test Rebound			
Test	Run functional test for Transient, Event, Backout & Monthly Ticket			

1.3.2.5.2.2 PMP Log File, Express Exit Lane

Parking Lot: _____ Lane: _____ Date: _____

Task	Task Description	Inspected	Add Work needed	Ref to Work Order
Reader				
Housing	Check housing for severe damage			
Button	Check Buttons for functionality and damage			
Intercom	Check for functionality			
Coin Feeder Unit	Clean Unit and check for damage and abrasion			
Heater	Clean Heater, check for damage und functionality			
Loops	Check Loops for functionality, reset Loop Detectors			
EPR Board	Check connections, free from dust			
Insertion Reader	Clean Unit and check for damage and abrasion			
Database	Run complete update			
Gate				
Housing	Check housing for severe damage			
Gate Arm	Check housing for severe damage, check connections			
Limit Switches	Control Limit switches, test Rebound			
Test	Run functional test for Transient, Backout & Monthly Ticket			

1.3.2.5.2.3 PMP Log File, Central Cashier Computer

Parking Lot: _____ Lane: _____ Date: _____

Task	Task Description	Inspected	Add Work needed	Ref to Work Order
SL 20 Central Cashier Station				
Housing	Check housing for severe damage			
MKV Unit	Clean Unit and check for damage and abrasion			
Keyboard				
General Check	Check Keyboard for damage or missing parts			
Cleaning	Clean Keyboard			
Monitor				
Housing	Check Monitor for damage			
Cleaning	Clean Monitor			
CPU				
Housing	Check Housing for damage or missing screws			
Cleaning	Remove and clean			
Gate				
Housing	Check housing for severe damage			
Gate Arm	Check housing for severe damage, check connections			
Limit Switches	Control Limit switches, test Rebound			
Test	Run functional test for Transient, Backout & Monthly Ticket			

1.3.2.5.2.4 PMP Log File, PKA 30 (Cash/Credit) Pay Machine

Parking Lot: _____ Lane: _____ Date: _____

Task	Task Description	Inspected	Add Work needed	Ref to Work Order
Housing				
Housing	Check housing for severe damage			
Monitor	Check Monitor for damage, and clean Monitor			
PKA				
MKV Unit	Clean Unit and check for damage and abrasion			
Receipt Printer	Check Receipt Printer			
Coin Feeder Unit	Clean Unit and check for damage and abrasion			
Journal Printer	Check Journal Printer			
BNA	Clean Unit and check for damage			
BND	Clean Unit and Check for damage			
EPR Board	Check connections, free from dust			
Heater	Check functionalities, free from dust			
Coins System	Check functionality			
Test	Run functional test for Transient using cash and credit card payment, and Backout			

1.3.2.5.2.5 PMP Log File, Pay 30 (Credit Card Only)Pay Machine

Parking Lot: _____ Lane: _____ Date: _____

Task	Task Description	Inspected	Add Work needed	Ref to Work Order
Housing				
Housing	Check housing for severe damage			
Monitor	Check Monitor for damage, and clean Monitor			
PAY 30				
Insertion Reader	Clean Unit and check for damage and abrasion			
Receipt Printer	Check Receipt Printer			
Coin Feeder Unit	Clean Unit and check for damage and abrasion			
Journal Printer	Check Journal Printer			
EPR Board	Check connections, free from dust			
Heater	Check functionalities, free from dust			
Test	Run functional test for Transient and Backout			

EXHIBIT B

North Locust Garage
1625 N. Locust St.
640 Spaces
Library Garage
1644 N. Broadway
140 Spaces
Broadway Garage
1390 Broadway
422 Spaces
South Locust Garage
1350 Locust St.
230 Spaces
N Main St
Civic Dr
Locust St
Bonanza St
Cypress St
Duncan St
N Broadway
Mt Diablo Blvd
N California Blvd
S California Blvd
Olympic Blvd
Lincoln Ave
Carmel Dr
Wilson Ln
Commercial Ln
Broadway Plaza
Google
Imagery Date: Oct 2, 2009