



**PORT OF SAN FRANCISCO  
PIER 1  
SAN FRANCISCO, CA 94111**

## **NOTICE TO VENDORS**

### **PAY STATION DEMONSTRATION PROJECT**

July 28, 2006

The Port of San Francisco is inviting distributors and vendors of multi-space pay stations to participate in a demonstration project for on-street parking. The Port is interested in assessing the effectiveness of multi-space pay stations in meeting the following objectives:

1. Increase Port parking meter revenues while promoting parking availability for Port tenants and their customers; and
2. Manage the on-street parking resource under Port jurisdiction more effectively.

The demonstration project will be conducted over a six-month period, with on-street testing of pay stations for approximately three months. Distributor and vendor participation in the demonstration project will be at no cost to the Port of San Francisco. The Port may accept participation of multiple vendors for the demonstration project. The issuance of this notice shall not be deemed as a representation by the Port that it will employ the use of pay stations on a longer-term basis. Further, the participation by any distributors or vendors in this project will not obligate the Port in any way to use the distributor or vendor in any such long-term use of pay stations, should the Port decide to implement such a program.

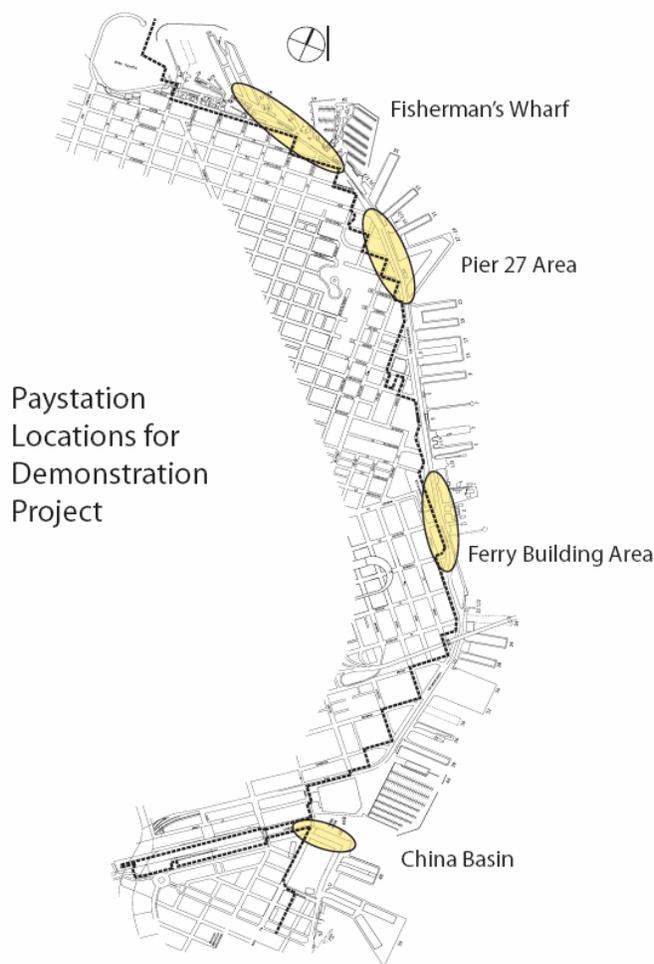
#### **BACKGROUND:**

The Port operates approximately 1,000 parking meters along 45 city blocks within its jurisdiction, and collects close to \$1.4 million annually from these meters. The Port maintains and collects revenues from these meters with in-house staff, but has a work-order to the Department of Parking and Traffic (DPT) for enforcement of parking violations on Port property and at Port meters. The Port receives \$1.2 million annually

from parking citation revenues under an agreement with DPT. Meters are in effect from 7 a.m. to 7 p.m., 7 days a week, with some holiday exceptions.

**DEMONSTRATION PROJECT AREA:**

The Port has identified four areas where it intends to test the feasibility of pay stations for on-street parking. These locations were selected because they include areas of high on-street parking demand (based on historical revenue collection data), present opportunities for testing alternative rate structures, or overlap with Streetline Network's sensors that will also provide occupancy and turnover data.



One or two city blocks within each of these areas will be selected for installation of pay stations. The Port, in its sole discretion, will determine the deployment of pay stations to areas and blocks.

## **PAY STATION REQUIREMENTS:**

The Port has determined that it will test only “pay-by-space” pay stations during the demonstration project. This mode of operation is consistent with other multi-space meters currently deployed elsewhere in the city, and is preferred by the city’s enforcement division. Minimum requirements are as follows:

### **Off-the-Shelf Technology**

Distributors and vendors may provide one or more pay stations that operate in the “pay-by-space” mode. Machines must accept coin and credit card payment (no bills), but are not required to dispense change. The face of the machine must provide a space for displaying the Port’s logo. The Port will provide the logo to be placed on the machine. Pricing and message display will be determined by where the machine(s) will be deployed, and will be jointly developed with Port staff.

Pay stations must run off of a replaceable and/or rechargeable battery; solar panels are optional. No power source will be supplied by the Port. If battery-only, batteries must be capable of powering the pay station in normal operation for a minimum of one year.

If more than one pay station is offered, each must be capable of communicating wirelessly with the others to share information that indicates the paid status of each parking space assigned to both machines (e.g., two stations per block would provide redundancy).

### **Wireless Communication**

Pay stations must be capable of wireless two-way communication to a remote management system. Pay stations must transmit financial and activity reports and unit status. Pay stations must be capable of receiving and incorporating information (e.g., new rate structure) from the management system.

### **Management System**

Pay stations must offer a complete remote management system that offers real-time monitoring of pay station operations. The management system may be maintained on a vendor’s server, or installed on the Port’s server, with access to select Port staff. The management system must offer real-time monitoring of pay station operations (including alarms) and generate operating and maintenance reports. The management system must also offer financial reporting capabilities to monitor revenues and reconcile cash counting and bank deposits for credit and debit card payments. All data provided through the management system will be considered Port property.

## **Credit Card Payment Processing**

The Port is particularly interested in testing the effectiveness of allowing payment using credit and debit (check) cards. For the demonstration project, pay stations must be completely configured to accept and process credit and debit card payments (including arrangement with a credit card merchant processor) with secure (encrypted), on-line real-time payment processing. Credit card data transmission and processing must meet Visa/MarterCard standards. The Port will provide account information for daily direct deposit of credit and debit card payments for parking.

## **Coin Collection**

The Port will collect and count cash payments from pay stations using in-house staff and equipment. Cash collection will be reconciled to revenue reports generated by the management system.

## **Maintenance**

The Port intends to maintain pay stations using Port staff during the demonstration project. Distributors and vendors are required to provide the following maintenance support:

- Provide a technical manual (in English) that clearly describes the operation and maintenance of the equipment
- Conduct a two-hour on-site training session with Port maintenance staff (can be coordinated with installation)
- Provide phone support to trouble-shoot problems (6 a.m. to 6 p.m. Pacific Time, Monday through Friday)
- Guarantee overnight delivery of replacement parts
- Provide on-site maintenance staff within 48 hours if the above procedures fail to correct the problem.

## **Enforcement**

The Port intends to integrate enforcement of parking requirements for multi-space pay stations together with existing single-space meters. The pay station must provide an indication of the payment status (paid or unpaid) of each space within its operating area. While it is not required, distributors and vendors may include a handheld enforcement device that can communicate directly with the pay station via a wireless network and display the status (paid or unpaid) of each parking space. If a handheld device is included, vendors must provide operating instructions and a demonstration to PCOs (can be coordinated with maintenance training or installation).

## **Installation & Removal**

Distributors and vendors must install and remove the pay station(s) for the demonstration project. Pay stations may be bolted to the sidewalk, but any surface damage must be repaired upon removal.

## **REVIEW:**

Port staff will review the results of the demonstration project to determine whether multi-space pay stations are effective in meeting the Port's objectives as stated above. Port staff will consider several factors, including customer satisfaction, pay station performance, revenue impact, enforcement effort, effects on parking demand and turnover, cost-effectiveness, and other factors. The results of this review will be presented to the Port Commission.

## **PARTICIPATION:**

Distributors and vendors interested in participating in the Port's multi-space pay station demonstration project should submit a written expression of interest to the Port's Finance Director no later than Friday, August 11, 2006 (before 5 p.m.):

Tina Olson  
Finance Director  
Port of San Francisco  
Pier 1  
San Francisco, California 94111  
e-mail: [tina.olson@sfport.com](mailto:tina.olson@sfport.com)  
fax: (415) 274-0583

Written expressions of interest must indicate the number of pay stations being offered and a description of the equipment and its operational features. The response should also describe how credit card processing will be handled, how payment status is determined (for enforcement purposes), how machine will be installed, how the management system will be delivered, and any other characteristics of the equipment. Distributors and vendors should identify other cities where their pay stations are in operation, and indicate the number of pay stations and length of time they have been deployed. Vendors may be requested to provide references for these locations.

Participating distributors and vendors will be required to enter into a license agreement with the Port for the demonstration project. A copy of a standard license is attached. The written expression of interest must acknowledge acceptance of the license terms. The Port reserves the right to accept participation of multiple vendors for the demonstration project, or to reject all expressions of interest.

Distributors and vendors will be notified of their acceptance for participation in the demonstration project by August 21, 2006, and must be prepared to deliver pay stations for installation by September 11, 2006. Pay stations must be in operation on-street for three months.

Questions about the Port's pay station demonstration project may be directed to the Finance Director, Tina Olson, by phone at (415) 274-0445 or e-mail at [tina.olson@sfport.com](mailto:tina.olson@sfport.com).