REQUEST FOR QUALIFICATIONS

**FROM PARKING EQUIPMENT**

**&**

**MANAGEMENT SYSTEM VENDORS**

**RFQ #22-1849**

**Parking Equipment and Management System**

Description of Services: The City of Lebanon is seeking qualification packets from vendors that specialize in the development, implementation, and installation of a public parking management system.

Qualification Requirements: The successful vendor must have excellent credentials from the successful development of a downtown on-street parking management system that operates with a successful payment management system.

Selection Criteria: The selection criteria will be based on the following, but not limited to, minimum requirements: (1) Overall quality of the submitted qualifications packet; (2) alignment of scope with city objectives; (3) financial responsibility, capacity and stability of the company; (4) similar project experiences; (5) reference checks and/or past performances; and (6) complete submittal of requested items in the Scope of Services Response Format.

All qualification packets will be reviewed, evaluated, and scored by an Evaluation Panel.

Submittal Time Frame: Interested vendors shall submit a digital PDF copy of their qualifications packet to the City Manager at [sbrunka@lebanonohio.gov](mailto:sbrunka@lebanonohio.gov) no later than **2:00 pm on Tuesday, March 29, 2022.**

An information package may be obtained by emailing a completed information package request form to [bidding@lebanonohio.gov](mailto:bidding@lebanonohio.gov). The information package request form can be found at [www.lebanonohio.gov](http://www.lebanonohio.gov) under ‘Bid Postings’. Once the completed form is received and processed, a link will be emailed from which the requester may download the information packet. There will be no charge to obtain the downloadable document. The information package contains general information, scope of services, the required response contents and the time and date to respond.

The City of Lebanon reserves the right to accept or reject any qualification packet received. The City of Lebanon is dedicated to providing equal employment opportunities without regard to race, color, national origin, gender, or disability.

Scott C. Brunka, City Manager

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This notice can also be viewed on the City of Lebanon website: [www.lebanonohio.gov](http://www.lebanonohio.gov) under ‘Bid Postings’