

# LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825  
Phone (916) 568-3071 FAX (916) 568-3145  
Purchasing Department



Sacramento City College American River College Cosumnes River College Folsom Lake College

---

## ADDENDUM NO. 1

ISSUE DATE: April 13, 2016

### PARKING CITATIONS AND COLLECTION SERVICES SYSTEM

LRCCD RFP - # 17019

Issued By:

LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court, Sacramento, CA 95825  
Phone (916) 568-3071 Fax (916) 568-3145

---

---

This addendum forms a part to the Contract Documents. The addendum items supersede and supplement all portions of the proposal documents with which it conflicts. All workmanship, materials, appliances and equipment which may be included in the following addendum items shall be of the same relative quality as described for similar work set forth in the general or main specifications of which these addendum items shall be considered a part.

This Addendum shall be acknowledged in your Cover Letter Proposal and is considered part of the RFP documents.

---

---

This Addendum consists of 4 pages.

**RFI #1:** Who is your current vendor?

**RESPONSE:** *Data Ticket*

**RFI #2:** How many campuses are included in the District?

**RESPONSE:** *Four (4) colleges and six (6) outreach centers.*

**RFI #3:** Do you currently have hand held ticket writers? What make and model/year?

**RESPONSE:** *Refer to Request for Proposal document page 28, Section V Billing, Equipment and Accessories.*

**RFI #4:** Are you interested in a purchase or a leasing option for the handheld ticket writers addressed in the RFP?

**RESPONSE:** *Refer to Request for Proposal document page 28, Section V Billing, Equipment and Accessories.*

**RFI #5:** There is mention of 10 handheld ticket writers in the cost sheet; is that what the District is requesting?

**RESPONSE:** *Yes*

**RFI #6:** Can we have a copy of the last three months of invoices that the Agency received from their current vendor?

**RESPONSE:** *The requested information is not germane to the ability to respond.*

**RFI #7:** Will you need separate reporting for each campus?

**RESPONSE:** *Yes*

**RFI #8:** Are payments accepted online for citations?

**RESPONSE:** *Yes*

**RFI #9:** Has the Agency participated in FTB collections in the past? If so, can you provide total collections for the last 3 years?

**RESPONSE:** *The requested information is not germane to the ability to respond*

**RFI #10:** Total Revenue Collected for the life of the current contact by year?

**RESPONSE:** *The requested information is not germane to the ability to respond*

**RFI #11:** Total unpaid citations for the last 3 years?

**RESPONSE:** *The requested information is not germane to the ability to respond*

**RFI #12:** There is mention of an immediate startup date in April; will this be strictly adhered to after a decision of award is made?

**RESPONSE:** *April is the anticipated award with a contract start date of 5/25/17*

**RFI #13:** p. 14 - Approximately how many incoming and outgoing calls are recorded each year? Please provide a separate number for incoming and outgoing.

**RESPONSE:** *Approximately 8,000 calls are received annually and approximately 400 outbound calls are made annually.*

**RFI #14:** p. 18 - How many call backs to customers were made from the automated IVR system in the last year?

**RESPONSE:** *Refer to answer above.*

**RFI #15:** p. 20 – (item 13f) please provide a front and back sample of a citation with the scan line

**RESPONSE:** *See attached Notice of Parking Violation*

**RFI #16:** p. 21 - it states the RFP is NOT for hearing examiner services but then page 23 describes the hearing examiner services. The cost proposal also lists Hearing Examiner. Please clarify.

**RESPONSE:** *item #15. Administrative Review and Hearing: ~~DELETE:~~ This RFP is not for Hearing Services. To clarify, this RFP is to include hearing examiner services.*

**RFI #17:** p. 24 - Please describe the proof of service process for hearing correspondence. Is this something that is provided to the citizen by mail?

**RESPONSE:** *Proof of service is provides in court cases.*

**RFI #18:** What are the top ten violations most cited violations? What is the bail / violation amount for each?

**RESPONSE:** *See attached "NOTICE OF PARKING VIOLATION", Violations #1, #2, #3, #4, #5, #8, #10*

**RFI #19:** What penalties and fees are assessed?

**RESPONSE:** *Original fine, then additional charge of \$5.00 after 21 days, \$36.00 after that if not paid.*

**RFI #20:** How many citations were paid and what was the dollar amount collected in 2014, 2015 and 2016?

**RESPONSE:**

Month	2014		2015		2016	
	# Paid	Amount	# Paid	Amount	# Paid	Amount
July	982	40,835.50	1,347	53,606.67	982	41,511.00
August	971	40,731.50	1,085	43,621.69	1,039	43,675.00
September	881	36,566.00	1,046	41,252.50	887	34,929.65
October	2,165	78,320.01	2,106	75,475.00	1,560	56,985.00
November	2,005	73,319.50	1,832	68,205.65	1,400	52,066.15
December	1,498	59,077.00	1,181	48,242.17	1,078	44,071.17
January	1,029	47,233.00	761	38,188.67	577	28,652.68
February	1,381	56,805.50	1,814	70,665.83	1,408	54,771.50
March	2,513	93,554.00	2,893	106,641.17	2,456	89,885.50
April	1,898	70,856.00	1,891	73,201.67	1,816	68,761.00
May	1,538	60,632.98	1,477	60,353.51	1,389	54,926.50
June	1,030	43,849.00	978	45,454.00	688	33,713.00
Total	17,891	701,779.99	18,411	724,908.53	15,280	603,948.15

END OF SECTION.

# NOTICE OF PARKING VIOLATION

## LOS RIOS COMMUNITY COLLEGE DISTRICT COLLEGE POLICE DEPARTMENT

ARC    CRC    EDC    FLC  
 SCC    NATOMAS

I declare under penalty of perjury under the laws of California that the below is true and correct and that a copy of this citation was attached to the vehicle described below, in accordance with section 40202 of the California Vehicle Code.

ISSUING OFFICER			BADGE NUMBER		
DATE	TIME	LOCATION			
VEHICLE LICENSE NUMBER			STATE	MONTH/YEAR	
V.I.N.			MAKE	MODEL	COLOR

COMMENTS

		VIOLATION: (Pursuant to 21113a CVC)	LRCCD VIOLATION #	FINE IF PAID IN 21 DAYS
1		No valid permit visible	3A.1	33.00 *
2		Fraudulent use of permit	3A.4	66.00 *
3		Outdated permit	3A.5A	33.00 *
4		Permit improperly displayed	3A.6	33.00 *
5		Parked over boundary lines	4A.1	33.00 *
6		Used two parking spaces	4A.2	33.00 *
7		Parked in driving lanes	4A.3	33.00 *
8		Not parked in designated area	4B	33.00 *
9		Unauthorized use of reserved location	4C	33.00 *
10		Unauthorized use of disabled zone	4D.1	283.00 *
11		Unauthorized use of permit	4D.2	33.00 *
12		Parked on service road	4D.3	33.00 *
13		Parked in red zone	4D.4	33.00 *
14		Parked blocking gates	4D.5	33.00 *
15		Parked in bus zone	4D.6	33.00 *
16		Parked in no parking zone	4D.7	33.00 *
17		Parked in loading zone	4D.8	33.00 *
18		Expired meter/zone	4D.10	33.00 *
19		Parked on shoulder of road	4D.11	33.00 *
20		Parked in fire lane	4D.12	33.00 *
21		Parked on roadway	4D.13	33.00 *
22		Vehicle parked overnight	4E	33.00 *

\* \$12.50 state/county surcharge included in declared fine

SEE IMPORTANT INFORMATION ON REVERSE

## PART II

# LOS RIOS COMMUNITY COLLEGE DISTRICT

---

### PAYMENT

The specific violation and penalty amount is indicated on the front of this citation

Payment may be made by mail or online by credit card.

Payment by mail must be made by check or money order made payable to the **Los Rios Community College District**. **Write the citation number and vehicle license number on your check or money order. Two-party checks are not acceptable.**

*Mail payment and citation to:*

**Los Rios Community College District**  
Citation Processing Center  
P.O. Box 10479  
Newport Beach, CA 92658-0479

*Information:* **1-800-989-2058**

To pay online, go to **[www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com)** and follow the online instructions. An additional fee of \$3.50 or more will be charged for this service.

A PENALTY WILL BE ASSESSED  
FOR CHECKS NOT HONORED BY YOUR BANK  
**\*\*DO NOT MAIL CASH\*\***

---

### APPEALS

Appeals may be made by mail (**forms are available at the College Police Department**) or online at **[www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com)**. Write the reason you believe you should not be responsible for this citation and submit it online or via mail to the address listed above. Be sure to state your name, address, citation number, the campus location and vehicle license plate number. Include a copy of your citation with your mailing. **No appeals will be accepted by the Los Rios Police Department.**

Appeals **must** be received in writing or via the website within **21 calendar days** of the date that the citation was issued.

**\*\*NO APPEALS WILL BE ACCEPTED AFTER 21 DAYS\*\***

The registered owner of the vehicle is responsible for resolution of the citation in accordance with section 41102 of the California Vehicle Code.

---

### FAILURE TO PAY YOUR PENALTY OR FILE AN APPEAL

Failure to respond to this citation within **21 calendar days** of the date that the citation was issued may result in **additional penalties being added and an eventual lien being placed at DMV.**

**The DMV will refuse to re-register the vehicle until all outstanding fines have been paid in full.**

---

### VEHICLES IMPOUNDED OR IMMOBILIZED

Vehicles with 5 or more citations may be impounded or immobilized pursuant to California Vehicle Code Section 22651 (i)(1) and 22651.7