

July 29, 2016

**ADDENDUM NO. 1
FOR
REQUEST FOR PROPOSAL (“RFP”) FOR PAYMENT AND RECEIPT OF
RESIDENTIAL DAILY PARKING PERMIT VIA ELECTRONIC MEANS
SPECIFICATION NO. OCC2016.1**

For which bids are scheduled to open in the Office of the City Clerk, City Hall, 121 N. LaSalle Street Room 107 Chicago, Illinois 60602, at 4:00 p.m., on August 15, 2016

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM

Revision No. 1. The following clarification is hereby added to the SCOPE OF SERVICES:

The proposed solution should include the ability to add additional permit types to the website application, and the smartphone application, should the City opt to implement additional types of electronic permits.

Revision No. 2. Remove Scope of Work & Detailed Specifications, Paragraph 5 on page 26, and replace with the following:

(5) Payment Processing

- A. Vendor should process and deposit all payments received on behalf of the City immediately and directly into a City bank account.
 - a. All electronic payments, such as payment card or ACH, must settle, deposit directly into a City bank account.
 - b. All cash, check and any other non-electronic payments, must be deposited directly into a City bank account.
- B. Payment card payments must be submitted to and settled by the City’s payment card processing vendor.
- C. Vendor must accept common nationally recognized payment cards including:
 - a. Visa
 - b. MasterCard
 - c. American Express
 - d. Discover

- D. Payments must be recorded and posted into City systems via the City's cashiering system.
- E. Vendor should not process any refunds or return payments after settlement, without expressed written authority from the City.
- F. Vendor must respond to retrieval and chargeback requests electronically from all networks, providing chargeback support as required.
- G. Vendor should provide the ability to charge the cardholder a Service Fee to offset payment card processing fees, in accordance with all applicable laws and network requirements.
- H. Contractor shall be in compliance with relevant payment processing laws and requirements.
- I. Contractor must perform daily and monthly reconciliations of payments processed through the vendor system to the City's Revenue Analysis Reports.

**ALL REVISIONS INSCRIBED HEREIN ARE HEREBY INCORPORATED INTO THE
BID SPECIFICATION**

END OF ADDENDUM NO. 1

**CITY OF CHICAGO
OFFICE OF THE CITY CLERK**

**SUSANA A. MENDOZA
CITY CLERK**