

November 10, 2016

To All Interested Parties

Re: City of Greenville Request for Information and Proposal to provide and manage a Traffic Signal Red Light Violation Program in Greenville, NC.

The City of Greenville North Carolina, a diverse community of approximately 90,000 residents, cordially invites you to submit letters of interest, statements of qualifications, and a firm proposal to develop and provide all equipment, personnel, facilities, and incidentals necessary to provide services for the referenced program. The selected firm will work closely with city staff regarding implementation and management of the program.

Time is of the essence in the performance of this contract. Interested firms shall provide with their submittal a proposed timeline to fully implement the work. It is expected that this request will result in the development of a list of firms that will be interviewed. Based on the interviews and submittals, a firm will be selected for final negotiations of a contract. Work shall start immediately thereafter and proceed without interruption until completed, accepted, and implemented. The final contract amount and form shall be mutually agreed upon based on the final scope of work.

The Request for Information and Proposal lists the information required to be included in a submittal. Submitters are hereby notified that material provided need not contain extravagant or expensive photos, charts, graphs, binders, or the like. Particular attention should be made to providing information that directly relates to the experience a firm has in providing similar required services to other cities and agencies in North Carolina or other states with similar situations.

Five (5) bound copies and one (1) copy on CD or jump drive of the submittal should be sent to the City of Greenville, Attention Lieutenant Mike Broadwell, Police Department, 500 S. Greene Street, Greenville, NC 27834 by Monday, December 12 at 4:00pm. Packages should be plainly marked on the outside: Proposal – “Respect the Red.” All submittals shall become the property of the City and the City reserves the right to request additional information it feels necessary to make a qualified judgment on a firm’s ability to perform the work. The City also reserves the right to award this contract in part or whole, in the best interest of the City, and to reject any and all submissions.

Questions concerning this request shall be submitted in writing to Lt. Broadwell’s attention by email at mbroadwell@greenvillenc.gov no later than 4 p.m. on November 30, 2016. Contact with or questions to other City staff or City Council Members during this phase of the project are prohibited. Violations of this process may result in disqualification of the firm.

Respectfully,

Denisha Harris, Purchasing Manager
City of Greenville

Cc: Lt. Mike Broadwell