



Morgantown Parking Authority

**Morgantown Parking Authority
300 Spruce Street
Morgantown, WV 26508**

**REQUEST FOR PROPOSAL RFP-2020-6
SINGLE SPACE PARKING METERS**

PROPOSAL DUE DATE: February 5, 2020 at 2pm

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SECTION 1: OVERVIEW

1. Purpose and Project Summary

The Morgantown Parking Authority (MPA) is seeking Request for Proposals (RFP) from qualified vendors for the purpose of engaging in a full-service single-space parking meter system that allows patrons to make payment by coin with the option of a reloadable smartcard to be used by the Morgantown Parking Authority. All local, state and federal laws must be adhered to by the selected Vendor. The installation must be scheduled to allow for continuous, revenue-collecting operations of the Authority. The contract will be awarded to a single vendor.

The Authority will determine which Proposal provides the most favorable system in the most cost-effective manner. The Proposal should be thorough, comprehensive, detailed, and specific in regard to the issues involved in the RFP. The Proposal should show a clear understanding of virtually all issues involved with providing single-space parking meter coin payment services with the option of a reloadable smartcard and appropriately address all of the objectives as stated in this RFP.

This RFP requests proposals from qualified vendors to provide equipment and services to operate, maintain, and audit a single-space parking meter payment system (software and hardware). This RFP's scope of work covers up to 525 spaces, depending on vendor recommendation and actual meters needed with spares. **Note that bidders are also required to provide in their response to this RFP a cost schedule for the potential expansion of such single-space parking meters (beyond the 525 spaces) if the Morgantown Parking Authority chooses to expand either incrementally or on a City-wide basis.**

The RFP does not obligate the MPA to complete the selection and contract award process. The MPA reserves the right to accept or reject all proposals; request additional information from any or all Proposers to assist the MPA in its evaluation process; and amend or withdraw this RFP before the announcement of the selected firm and award the proposed services in whole or in part, to one or more firms. In the case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendments. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written request, via email, for clarification or interpretation to Dana McKenzie, dmckenzie@morgantownwv.gov, the subject line of the email should include the following: "SSM-RFP."

SECTION 2: PROPOSAL/PROJECT SCHEDULE

- a. January 15, 2020, RFP document is available by the Owner.
- b. Request for Information pertaining to the proposal will be received by MPA until 3 PM, January 24, 2020. All requests should be made to Dana McKenzie, dmckenzie@morgantownwv.gov
- c. Information Requests will be answered by 3 p.m. on January 29, 2020.
- d. Request for Proposals will be due in the MPA office at 300 Spruce Street, Morgantown, WV 26505, by 2 PM on February 5, 2020.
- e. All Respondents must respond in detail to each element of this RFP to be considered for a contract award.
- f. Successful bidder will be selected and notified of the award by February 14, 2020
- g. The installation process will begin on March 2, 2020.
- h. Project completion will be no later than April 13, 2020.

SECTION 3: SCOPE OF WORK

The selected vendor shall provide the hardware (meters and any other necessary equipment) and software in order to allow the Morgantown Parking Authority to utilize single-space parking meters to allow for payment by way of coin with the option of a reloadable smartcard. Must have audit feature with back office, without charges or fees. Must have the ability to change rates and durations onsite. **Hardware must retrofit to current housings (Duncan single space meter).**

The initial installation will cover up to 525 spaces, depending on vendor recommendation in the City of Morgantown. Note that bidders are also required to provide in their response to this RFP a cost schedule for the potential expansion of such single-space parking meters (beyond the 525 spaces) if the Morgantown Parking Authority chooses to expand either incrementally or on a City-wide basis.

The installation of the system is currently expected to be completed by March 23, 2020. The testing of the system must be coordinated with the Morgantown Parking Authority staff. All functions, software programming, hardware installations, acceptance tests are expected to be performed on or before the completion date.

Cost proposals shall include at least a five-year warranty that includes all service and maintenance as well as the inclusion of all upgrades of software and hardware for the life of the system.

All Vendors shall submit a Project Management Schedule and be expected to maintain the schedule throughout the system installation. The Project Management Schedule should include:

- a. Approach to the project, i.e., how the Vendor will handle current business during the equipment change out.
- b. An assigned Project Manager, with a resume, to communicate with the Authority.
- c. Detailed training on all software and equipment: include information on who will provide training to staff and on what processes staff will be trained.

Technical Requirements

3.1 General Specifications

- 3.1.1 Provision, operation, and maintenance of a Windows-based auditing and maintenance system delivered to existing MPA desktop PC's. If new PC's are needed to support the system, other than those currently in use by MPA staff, those shall be provided as part of the proposal.
- 3.1.2 All hardware, software, and related equipment/services shall be compatible with the MPA's existing network infrastructure. If the MPA's IT infrastructure is upgraded, the vendor must be able to modify their services to comply with the latest technology. The cost for those modifications can be negotiated at a then-current rate approved by the MPA.
- 3.1.3 The Proposer shall note any auditing/maintenance record storage limitations. Proposers should note additional costs if storage needs to be increased to meet the MPA's requirements.
- 3.1.4 The vendor shall provide procedures for regular backup of all MPA data files.

Specific Requirements

- a. No upgrade fee for software or hardware for the term of the agreement.
- b. Microsoft Windows compatibility.
- c. The vendor must identify if they will purchase or offer a reduced rate in exchange for the meters, or equipment that the new equipment will replace.
- d. Spare replacement parts for meters must be provided.
- e. **Hardware must retrofit to current housings (Duncan single space meter)**

Handheld System Requirements

3.2 The handheld equipment used to audit/maintain single-space meters shall be provided in a quantity of one (1) complete unit. If the handheld equipment is to be out of service for repair, then a spare “Loaner Unit” will be provided by the proposer until the handheld is returned from repair at no additional cost.

3.2.1 The handheld equipment used to audit/maintain the single-space meters shall utilize the following technologies:

a. Physical/Environmental Characteristics

- I. The unit shall be capable of being used and stored without damage in extreme cold, heat, and humidity.
- II. The hand-held device shall be lightweight (including batteries) to avoid user fatigue. It shall be possible for the average person to hold the unit easily in one hand for extended periods of time.
- III. The hand-held device shall be waterproof and dustproof. The vendor should note the IP rating of any device in their proposal.
- IV. The vendor’s proposal should note charging protocols and equipment required.

b. Processor & Memory

- I. The hand-held device, at a minimum, shall have sufficient memory to operate at least three (3) days without downloading data to the system. The vendor’s proposal should describe the processor offered.
- II. The unit shall have the ability to be upgradeable.

c. Operating System

- I. A standard operating system such as Windows, Windows Mobile, or other acceptable mobile operating system.

d. Keyboard/Screen

- I. The display screen shall be shock-resistant and support a backlit display. Displays should provide crisp characters that are easy to read. The display should not reflect glare from overhead lighting or other light sources such as sunlight.

- 3.2.2 The vendor shall provide examples/samples of all standard and electronic online reports in their proposal, including, but not limited to:
- a. A full complement of monthly and annual management reports for the MPA. The annual report is to be in a fiscal year format beginning July 1, as the start of the fiscal year;
 - b. Report of revenue collected for the month; to also include a breakdown of specific meters and locations;
 - c. Detailed and Summary Management Report showing:
 - i. Daily, weekly, monthly and year-to-date revenue collected;
 - ii. Comparison of revenues collected year-over-year for the same month over the previous two years;

Processing System Requirements

- 3.4 The processing system for auditing/maintenance shall include, but not be limited to, the following:
- a. An inventory of all single-space meters included spare units.
 - b. The ability for MPA to change or adjust hourly single-space meter rates.

Submittals

- 3.4.1 Proposer will submit all required Parking Software and Equipment specifications related to their proposal, including but not limited to product specifications, installation, and maintenance instructions for each proposed solution.
- 3.4.2 Samples: Submit samples of standard reports, and other elements to be selected by the MPA within ten (10) days after approval of the contract.
- 3.4.3 Operating manuals: Prior to the initiation of final testing and training, the Proposer shall deliver the following operation and maintenance manuals:
- Supervisor Manual – This manual is designed for the Supervisor or authorized individual for the day-to-day operation of the specified software package(s). It shall explain all the features and functions (e.g., log-on/off, detailed instructions on how to access reports, monitor, prepare and print standard and ad hoc reports) required for day-to-day management. The manual shall also have a section for problems and exceptions conditions so the Supervisor can resolve common operating

problems. Two (2) hard copies of this manual shall be provided plus one (1) electronic copy.

- System Administration Manual – This manual shall contain all procedures necessary for the proper monitoring and administration of single-space meter auditing/maintenance. At a minimum, the manual shall contain separate sections that cover the following topics: day-to-day operations, modification of programmable field settings, back-up and recovery, audit and control procedures, report production (with detailed instructions on report access), contingency plans, configuration control, and system diagnostics. A separate, removable section of the System Administration manual shall contain information on the proper administration and control of the security features built into the system. Some of the information to be contained in this section includes the maintenance of user identifiers, password control, and security policy review. Two (2) copies of this manual shall be provided plus one (1) electronic copy.

3.4.4 The Proposer shall also deliver to the MPA original copies of all licenses, registrations, documentation, disks, and other media as may have been included with those commercially available software packages provided with the system. In addition, the Proposer shall ensure that all licenses, registrations, and warranties have been transferred to the MPA prior to final software turnover.

SECTION 4: ADDITIONAL INFORMATION REQUIRED

4.1 Equipment

Proposer shall include a detailed description of all proposed equipment. Equipment lists should list all required hardware by model numbers and software by name and version. Manufacturer(s), if different from the Vendor's company, should also be listed on the breakdown.

4.2 Installation

Proposals shall include a detailed description of the proposed installation process, including the services that will be performed as part of the installation.

Proposals shall also include the price option of the MPA installing the mechanisms.

4.3 Software Upgrades

Vendor upgrades necessary to correct problems or deficiencies shall be provided to the MPA at *no charge* for the life of the contract.

4.4 Training

Proposer shall train MPA personnel and management staff in the use of the system, including proper use of all equipment, database management, and report generation software, supervisor functions and capabilities, and the use of audit functions. The selected Vendor will be required to provide up to Twenty (20) hours of training time over a one-month period to be scheduled within 30 days of system start. Proposals shall include a training syllabus and standard operating procedures/guidelines.

4.5 Warranty

Proposers shall provide a minimum of a two (2)-year warranty for software and hardware. The warranty period will start once the equipment is operational and is approved in writing by the MPA. The vendor shall note in their proposal the length of their warranty for software and hardware.

- 4.5.1 During the warranty period, software modifications (upgrades) that improve the functionality of the system shall be provided to the owner at no additional cost. All warranties are to be delivered to the MPA prior to the commencement of the warranty period.

4.6 Maintenance Agreement

Each Proposal shall include a detailed outline for equipment and system maintenance. Maintenance shall be performed under warranty for at least two years. Any other software and/or hardware maintenance program or requirement shall be outlined in the proposal.

4.7 Service

As part of the warranty process, the Proposer shall provide a timely same-day response for any service calls placed between 8:00 AM to 5:00 PM, Monday through Friday (excluding major holidays) regarding technical services and support for the citation issuance system. (All times listed are Eastern Time.) Service calls placed after 5:00 PM or during weekends or holidays shall be answered by 10:00 AM the following business day. Proposals shall define normal business hours, days, as well as holiday schedules. Proposer shall illustrate how they will provide service and support on both hardware and software. If Proposer is to use a sub-contractor or distributor, such a subcontractor/distributor shall be presented in the Proposal and is subject to approval by the MPA.

SECTION 5: PRICING INFORMATION

- a. All hardware, software, licenses, and related equipment shall be included in an itemized price breakout. Equipment shall be sorted in accordance with the pricing plan. Equipment proposed to be installed shall be clearly identified by part and/or model number, quantity, and unit pricing.
- b. All software applications and modules, configurations, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list. Proposers must include a listing of all services to be provided by the vendor.

SECTION 6: PROPOSAL REQUIREMENTS

Proposals must comply with all federal, state, county, and municipal laws. Materials and workmanship must conform to the highest standards of manufacturing and engineering practices. All items used must be new and unused in the first-class condition, of current manufacture and be of the type generally accepted for the proposed use.

Format of Proposal

All proposers shall be aware that the RFP and the responses thereto are in the public domain; therefore, proposers shall identify specifically any information contained in the proposal, which is to be considered confidential or proprietary and exempt from disclosure. Blanket statements that entire submittals are confidential shall be unacceptable.

All proposals will become the exclusive property of the MPA and will not be returned.

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to fulfill the requirements of the Request for Proposal. In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

Title Page

Show the name of the proposer's company, address, telephone number, the name of the person authorized to obligate the company, date, and the subject:
RFP –2020-6- SINGLE SPACE PARKING METERS.

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Include a clear identification of the material by section and by page number.

Letter of Transmittal

Limit to one or two pages, briefly stating the proposer's understanding of the work to be done and making a positive commitment to perform the work. Give

the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.

General Information

Name of business

Mailing address / phone & fax number

Name of person to contact

Business hours of business

Give the date business was organized and/or incorporated, and where

- a. Briefly describe the company, history, and personnel that will be involved in the purchase and installation of the parking equipment. Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. The proposer may include as much information as needed to differentiate its services and product(s) from other Proposer(s). At a minimum, please include the following:
Staffing: Qualifications must include resumes and descriptions of organizational and staff experience, including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.
Organizational and Staff Experience: Proposer must describe their qualifications and experience of the organization as a whole to perform the work described in this RFP. Information about experience should include direct experience with single-space meters and implementation. Relevant experience must be associated with projects completed not more than five years prior to the date of this RFP.
- b. The Respondent shall provide a narrative that fully describes and explains the methodology that will be utilized by the Respondent to install single-space parking meters hardware and software. The narrative should be no longer than twenty (20) single pages.
- c. Provide equipment information sheets from the manufacturer of the equipment.
- d. Provide a description of the training program that will be given to MPA.
- e. Provide a description of the warranty being provided. This should include service response times, excluded items, and years of service per the terms of the RFP.
- f. Provide at least four (4) references of similar operations which proposer installed. References should include location, size, and operating dates.

- g. Provide the required bid form. The form should be signed by a person with the authorization to execute contracts on behalf of the company. The respondent must provide five (3) paper copies and three (1) electronic copy on a flash drive. Failure to do so may result in rejection of the proposal.

Each Proposer shall submit its proposal in the number, form, manner, and by the date and time and at the location required in the Sections. Boiler Plate proposals will be rejected and considered non-responsive. All costs are to be expressed in unit cost and the total cost to the MPA. One-time charges, software modifications charges, and conversion charges must be detailed. Any additional charges above the annual maintenance costs should be listed in detail.

SECTION 7: MPA's RIGHTS AND REQUIREMENTS

- 7.1 The MPA, at its sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the MPA's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the MPA specifies.
- 7.2 The MPA reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The MPA reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the MPA's best interest.

7.3 Term of Proposal's Effectiveness

- 7.3.1 By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the MPA until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the "Proposal Expiration Date").
- 7.3.2 By submission of a proposal, the Proposer, acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal and all circumstances and conditions affecting performance of the services to be rendered by the successful Proposer will not relieve it from responsibility for all parts of its Proposal and if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the MPA has no responsibility for any conclusions or interpretations made by the Proposer on the basis of the information made available by the MPA. The MPA does not

guarantee the accuracy of any information provided, and Proposer expressly waives any right to a claim against the MPA arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

- 7.3.3 MPA is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The MPA will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received an RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

SECTION 8: DISQUALIFICATIONS OF A PROPOSER/PROPOSAL

- 8.1 The MPA does not intend by this RFP to prohibit or discourage submission of a proposal that is based on a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.
- 8.2 The MPA will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the MPA. The MPA reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The MPA reserves the right to reject any proposal or to waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the MPA's best interest, as determined in the MPA's sole discretion.
- 8.3 The MPA prefers that each Proposer submits only one proposal, including all alternatives to the proposal that the Proposer desires the MPA to consider. The MPA reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the MPA reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The MPA reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.

SECTION 9: EXECUTION OF CONTRACT

The successful Proposer shall, within ten (10) calendar days after the mailing of contract documents by the MPA to the Principal, enter into a contract with the MPA.

The contract, this RFP, its attachments, and addendums, when executed, shall be deemed to include the entire agreement between the parties; the Proposer shall not base any claim for modification of the contract upon any prior representation or promise made by the representatives of the MPA, or other persons.

9.1 CONTRACT TERMINATION

The MPA reserves the right to terminate a contract or a part thereof before the work is completed in the event:

- a. Previous unknown circumstances arise, making it desirable in the public interest to void the contract.
- b. The proposer is not complying with the specifications.
- c. The proposer refuses, neglects, or fails to supply properly trained or skilled supervisory personnel and/or workers or proper equipment.
- d. The proposer in the judgment of the MPA is unnecessarily or willfully delaying the performance and completion of the work.
- e. The proposer refuses to proceed with work when and as directed by the MPA.
- f. The proposer abandons the work.

SECTION 10 : EVALUATION OF PROPOSALS

Proposals shall be evaluated based on the quality and completeness of the proposal based on the submittal requirements described herein and based on the following evaluation criteria (not listed in order of importance):

The Authority will award to the Vendor with the overall best-qualified bid based on all the factors listed below:

- i. The quality of the material and services offered;
- ii. The ability, capacity, and skill of the bidder to perform or provide the material or services;
- iii. The capacity of the bidder to perform the contract or provide the service promptly, within the time specified, and without delay or interference;
- iv. Price: The cost of equipment, processing, and other services, warranties, fees for annual hardware and software maintenance agreements, and ancillary charges for any other necessary software, equipment, or services; Failure to submit all required pricing information will result in the proposal being considered non-responsive.

- v. The ability of the Vendor to provide such future maintenance or service as may be needed; and
- vi. Proposer's reference and client recommendations.

These criteria reflect the MPA's best attempt to comparatively quantify each Proposer's ability to provide the services sought by the MPA and to meet the specific requirements of this RFP. The MPA will establish a multi-member review team to perform the review and evaluation of the proposals. Each RFP Review Team member shall be provided and shall have an understanding of the RFP document and all associated addendum, if any. A single, uniform evaluation will be used and completed by each team member for each of the proposals. The Review Team may request and seek information and data from various sources as required, as part of the review process.

SECTION 11: QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS

To ensure fair consideration for all bidders, the MPA prohibits communication to or with any department director, division manager, or employee during the submission process, with the exception of those questions relative to interpretation of specifications or the proposal process. Such communications initiated by a bidder may be grounds for disqualifying the offending firm from consideration for award of the proposal and/or any future proposal.

No interpretations of the meaning of the RFP documents will be made to any bidder orally. Every request for such interpretation shall be in writing to the Morgantown Parking Authority Office, and to be given consideration must be received by email prior to 3:00 P.M. on Friday, January 24, 2020. Direct inquiries to

Dana McKenzie, CAPP
Executive Director
Morgantown Parking Authority
300 Spruce Street
Morgantown, WV 26505
304-284-7438
dmckenzie@morgantownwv.gov

Any and all such interpretation will be in the form of an Addendum to the Contract Documents and will be emailed to all prospective bidders at the address furnished by them by Wednesday, January 29, 2020.

Additionally, the MPA prohibits communications by a proposer to any City Official or employee evaluating or considering the proposals prior to the time an award decision has been made. Any communication between the proposer and the MPA will be initiated by the MPA Director in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Any communications outside of the MPA Director with a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

SECTION 12: REQUIRED PROPOSAL BID FORM

Proposals must include the attach Proposal Bid Form, along with itemized pricing for the Single-Space Meter Program.

Software & Computer (Server) Components – This line item must include the necessary equipment to meet the specifications and operate the system per manufacturer requirements. The Base Cost of the Server should be listed separately with the specific components and license listed.

Total – Proposer should Total each column and input the total in this row.

Total Base Bid – Proposer shall add together the Total.

Note: This form must be returned with your bid response

We comply with all terms, conditions, and specifications required by MPA in this Request for Proposal and all terms of our bid response. Bidders shall provide the complete information requested. Include the legal name of the bidder and signature of the person(s) legally authorized to bind the bidder to a contract.

ACKNOWLEDGMENT AND SIGNATURE PAGE

This form must be completed and submitted by the date and the time of the bid opening.

Legal Company Name: _____

Federal Tax Identification Number: _____

Company Operating Address: _____

City _____ State _____ Zip Code _____

Remittance Address (if different from ordering address): _____

City _____ State _____ Zip Code _____

Company Contact Person: _____ Email Address: _____

Phone Number (include area code): _____

Fax Number (include area code): _____

Company's Internet Web Address: _____

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

Bidder/Proposer's Authorized Representative's Signature: Date

Type or Print Name: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE MPA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.