



CITY OF PROVIDENCE, RHODE ISLAND

**Department: Public Property**

**RFP Title: Municipal Parking Enforcement Management System Five Year Contract with Five One Year Options for Renewal**

**Opening Date: 11/03/2025**

**Addendum #: 2**

**Issue Date: 10/15/2025**

The purpose of this addendum is:

To provide additional responses to submitted vendor questions



CITY OF PROVIDENCE, RHODE ISLAND

**Addendum No.02**

FOR BIDS SCHEDULED TO BE OPENED ON NOVEMBER 03,2025

Title: Municipal Parking Enforcement Management System Five Year Contract with Five One Year Options for Renewal MT#50417

Owner: The City of Providence Department of Public Property

Date: October 14, 2025

**Written Questions and Comments Submitted**

**1. Question:** Can the City provide the total number of parking tickets issued annually? What is the total annual parking ticket revenue?

**Response:** 221,563 parking tickets were issued in 2024 with a total amount paid of \$9,480,665.

**2. Question:** Can the City share the ticket fine escalation schedule (e.g., initial fine \$25, \$45 after 14 days, \$60 after 30 days)?

**Response:** The ticket life cycle is as follows:

Issuance of initial fine > 14 days the fine doubles > 28 days the fine triples > Court date is scheduled > Court Judgment

>If paid (ends)

>If unpaid after scheduled court date > Default Judgment adding \$35.00 in Court Costs > Triggers default notice/delinquency notice.

**3. Question:** Can the City please describe its current appeal process?

**Response:** Clarification needed: Is this an “appeal” of judgment rendered after court or is this in response to an unanswered violation and/or not guilty submitted?

**4. Question:** At what intervals does the City want vendors to send delinquent fine notices?

**Response:** Delinquency notices are to be issued after a default judgment is entered upon the constituent missing court.

**5. Question:** Do delinquent notice intervals align with the escalation schedule?



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**Response:** Please see ticket life cycle listed above.

**6. Question:** Is the City open to vendors passing processing or convenience fees through to end users?

**Response:** Yes.

**7. Question:** Can vendors propose their own integrated payment processing services?

**Response:** Yes.

**8. Question:** Does the City want vendors to propose "secondary collections" from licensed debt collection services on top of delinquent fine noticing? Is the City looking for secondary collection's services?

**Response:** Typically, the City utilizes their own collection services. However, alternatives may be submitted.

**9. Question:** How many handheld enforcement units and printers does the City require? The RFP notes that Handheld mobile enforcement equipment including printers and related supplies are required. Please identify how many mobile enforcement units and printers are required?

**Response:** Approximately 75-80

**10. Question:** Will the City procure and pay for wireless data plans, or should vendors include them in proposals?

**Response:** The City currently does not pay for wireless plans however, is open to separate pricing is available.

**11. Question:** Can the City provide a list of permit types, including costs and duration (monthly, quarterly, annually, etc.)?

**Response:** Providence has several parking related permits detailed below:

Overnight Parking Permit: Duration 1 year, Cost \$100/yr for cars registered in Providence. \$200/yr for cars registered outside Providence. Guest passes can be purchased for \$25/year with an overnight permit.

Temporary Parking Permit: \$16.25/day for parking in areas that are time limited or metered. The duration varies from 1 day to 2 months.



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Temporary Overnight Permit: No Cost. Provided to residents who usually park off-street but need to park on-street for a short period of time due to construction, driveway repair, etc.

City Employee Parking Permit: Duration 1 year. No Cost. Provided to Providence employees who use their personal vehicles to attend work related meetings and events throughout the city.

Media/Press Parking Permit: Duration 1 year. No Cost. Provided to accredited members of the press for parking throughout the city.

**12. Question:** What is the total annual revenue from parking permits?

**Response:** In FY25, Providence collected \$671,271 in parking permit revenue.

**13. Question:** Can the City expand on the desired Curia integration? For example, should records automatically transfer to Curia's case management system at the time an appeal or hearing is requested?

**Response:** Tickets should have the ability to transfer to Curia at issuance, receipt of a hearing request, or during the ticket life cycle if the ticket is unanswered.

**14. Question:** Please specify if there are any integration requirements other than parking meters, payment applications, and Curia. If so, what are they?

**Response:** Not at this time.

**15. Question:** In the financial proposal section, the RFP requests listing out costs/expenses and profit margin. Can this requirement apply to hardware (printers, handhelds, ticket stock), while software is excluded due to the difficulty of assigning exact costs/margins for a program not yet launched?

**Response:** Yes

**16. Question:** Does the City want vendors to propose pricing for ticket stock?

**Response:** Yes.

**17. Question:** In the event of a FOIA request, will the City accept a redacted version of our bid response in addition to the required unredacted copies?



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**Response:**

The City of Providence follows the Rhode Island Access to Public Records Act (APRA). This means that when you submit a bid, the documents you include become public once the bids are opened at the public meeting.

To protect your information, we recommend **not including any confidential details** in your bid submission.

For required items like your **Certificate of Insurance** or **Certificate of Good Standing**, please see the **Supplemental Information** section for instructions.

If you need to share other sensitive information, you can send it separately **after the bid opening** to:

Purchasing Department  
Providence City Hall  
25 Dorrance Street, Room 308  
Providence, RI 02903

All other provisions of the project shall remain as stated in the original RFP documents.

**-END OF ADDENDUM NO.02-**

Providence City Hall  
25 Dorrance Street  
Providence, RI 02903