



City of Wilton Manors
Finance Department
2020 Wilton Drive
Wilton Manors, FL 33305

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Addendum No. 1

RFP for Parking Management Services
Addendum Release Date: March 9, 2026

RFP # 2026-05

RFP Due Date/Time: March 16, 2026 11:00 a.m., EST

Submit To: City Clerk
City of Wilton Manors
2020 Wilton Drive
Wilton Manors, Florida 33305

The purpose of this Addendum is to answer questions received from potential proposers. These are questions that were received prior to the published deadline for questions of March 3, 2026.

IMPORTANT NOTE – the following is added to RFP # 2026-05. It is the Proposer's responsibility to use the revised information when preparing the response.

Q1: Page #4 – Section 1. – Item 1.2 CONTRACT TERMS – QUESTION: Does the City have an official start date in mind?

A: No.

Q2: Page #4 – Section 1. – Item 1.3 BACKGROUND INFORMATION – The City currently maintains approximately 500 metered public parking spaces in its Arts & Entertainment District along Wilton Drive and adjacent streets. There are currently four City-owned parking lots with about 319 spaces. QUESTION: What is the current breakdown of the space count of each of the 4 City parking lots, making up the 319 spaces mentioned above?

A: City Hall/Hagen Lot– 194; Richardson Lot– 42; 8th Terrace Lot – 42; 23rd Drive Lot- 22; and Woman's Club Lot - 9. Also, includes leased lot: 22nd Wilton Dr. – 10.

Q3: Page #4 – Section 1. – Item 1.3 BACKGROUND INFORMATION – Additional information regarding the City's Parking Program can be found by visiting the City's website at www.wiltonmanors.gov > City Services > Parking. QUESTION: Please confirm that the information on the City website regarding parking locations and regulations is current and up to date.

A: Yes.

Q4: Page #5 – Section 2. – Item 2.1 NATURE OF SERVICES REQUIRED subitem a. – Develop and implement a creative and achievable long-term parking plan, including recommendations for expanding parking inventory and/or availability. QUESTION: When would the City expect the plan mentioned above to be delivered for review?



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A: The RFP does not prescribe a specific timeline for delivery of the long-term parking plan. Proposers should include in their proposal a recommended project schedule and timeline for developing and delivering the plan for the City's review as part of their overall approach to the scope of services.

Q5: Page #5 – Section 2. – Item 2.1 NATURE OF SERVICES REQUIRED subitem e. – Furnish, install, and maintain meters, and pay stations, and other equipment. QUESTION: Does the city require a proposal to replace any meters as a part of this RFP?

A: No.

Q6: Page #6 – Section 2. – Item 2.4 GENERAL SERVICES REQUIRED subitem h. – Provide sufficient personnel to issue parking citations at a level of enforcement appropriate for the City of Wilton Manors. QUESTION: Does the city require a minimum staffing level for enforcement purposes? Please provide a current staffing schedule.

A: Current Staffing:

- **Five (5) Enforcement Personnel – total weekly hours - 132**
- **One (1) Maintenance Personnel – total weekly hours – 35**
- **One (1) Operations Manager – total weekly hours – 40**

Q7: Page #6 – Section 2. – Item 2.4 GENERAL SERVICES REQUIRED subitem k. – Provide training opportunities for City employees interested in receiving training and certification as Traffic Control Officers. QUESTION: Is the City opposed to the proposer outsourcing this training and if not, should this training be included in the fixed fees?

A: The City is not opposed to the proposer outsourcing the training to a qualified third-party provider. The training opportunity referenced in Section 2.4(k) is considered a value-added service to the City. Accordingly, proposers may describe their approach to providing or facilitating such training, including through a third-party provider, in their proposal. The City does not expect this item to be included in the fixed fees.

Q8: Page #6 – Section 2. – Item 2.4 GENERAL SERVICES REQUIRED subitem l. – Provide necessary traffic control equipment and resources for the use of employees certified as Traffic Control Officers including but not limited to traffic vests, traffic gloves, traffic direction batons, and a whistle; and make this equipment available to employees while on duty. QUESTION: What traffic control equipment, other than the items listed above, is required? (Examples: Barricades, Traffic barrels, etc.)

A: The items listed in Section 2.4(l) are intended to represent typical traffic control equipment used by Traffic Control Officers and are not intended to be an exhaustive list. Proposers, as subject matter experts, should identify and provide any additional equipment they deem necessary to safely and effectively perform traffic control services in accordance with applicable standards and best practices.

Q9: Page #6 – Section 2. – Item 2.4 GENERAL SERVICES REQUIRED subitem m. – Provide vehicle immobilization services as required by the City. QUESTION: **Is the City opposed to self-release immobilization devices?** Please provide any City ordinances or regulations related to vehicle immobilization.



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A: The City is open to innovative technologies and solutions that proposers may include in their proposals. Proposers may present and describe such technologies as part of their proposed approach to parking enforcement services. Any recommended technology or equipment will be reviewed and considered by the City as part of the evaluation of proposals.

Link to City ordinance:

https://library.municode.com/fl/wilton_manors/codes/code_of_ordinances?nodet=PTIICOOR_CH19TRVE_ARTIISTSTPA_S19-48MOVEIMDETO

Q10: Page #6 – Section 2. – Item 2.5 PARKING METER AND PARKING ENFORCEMENT subitem d. – Issue and manage residential parking permits or other parking permits. QUESTION: What is the current platform used to issue and manage residential parking permits or other parking permits? Additionally does the City wish to continue using that solution?

A: The residential parking permit program is managed manually. A decal is issued for every approved application. The city is open to solutions proposed by the selected contractor and will evaluate any recommended platform as part of the proposal review process.

Q11: Page #6 – Section 2. – Item 2.5 PARKING METER AND PARKING ENFORCEMENT

subitem e. – Enforcement activities will include electronic ticketing, vehicle immobilization, and registration holds. QUESTION: Please provide the number of vehicles with registration holds applied during this fiscal year and the previous fiscal year.

A: None. Registration holds have not been implemented.

Q12: Page #7 – Section 2. – Item 2.6 COLLECTION AND ACCOUNTING OF CITATIONS

subitem c. – Assist in the collection of all outstanding citations related to scofflaws. Outstanding citations may predate the contract period. QUESTION: What is the current outstanding balance for unpaid citations?

A: Approximately \$1 million. The required assistance is for the awarded firm to provide data to the City's contracted third-party collection agency.

Q13: Page #7 – Section 2. – Item 2.7 OFFICE ADMINISTRATION subitem a. – To encourage interaction between the contracted Company and community, the City will provide office space for the selected Company, either through a leased location along Wilton Drive or, at the City's discretion, within available space on the second floor of City Hall. The Company will be responsible for procuring all equipment and supplies including computers, telephones, vehicles, auditing devices, coin sorters, etc. The office shall be open to the public during standard business hours, which is approved by the City. QUESTION: Please confirm that we do not need to include an office rental line item in our proposed fixed fee?

A: Correct.



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Q14: Page #8 – Section 2. – Item 2.8 PERSONNEL ADMINISTRATION subitem c. – The Company will arrange for bonding of all personnel who handle monies at an amount acceptable to the City of Wilton Manors. QUESTION: Please confirm whether the City has a required bonding amount for personnel who handle monies. If so, kindly specify the minimum coverage amount required.

A: Refer to the insurance requirement under Section 5.11.

Q15: Page #10 – Section 2. – Item 2.13 VEHICLE IMMOBILIZATION AND TOWING

subitem a. – Arrange for the immobilization (booting) and towing of vehicles in accordance with the City Code. QUESTION: Does the City have a supply of immobilization devices to be used by the proposer? If so, please provide the manufacturer's name and number of devices?

A: No, the City has no immobilization devices.

Q16: Page #10 – Section 2. – Item 2.14 ADDITIONAL SERVICES subitem c. – The Company is responsible for providing temporary signage and bagging meters on a timely basis to alert the public to special events and other temporary or permanent changes in available on street parking spaces. QUESTION: Does the City have multi-space (kiosk) meter bags and single space meter bags available to be used by the proposer?

A: Refer to question 20 for inventory counts.

Q17: Page #10 – Section 2. – Item 2.14 ADDITIONAL SERVICES subitem d. – Evaluate the parking rates and provide recommendations for rate changes to the City. QUESTION: When was the last meter and/or lot parking rate increase?

A: The most recent parking rate adjustment became effective on October 1, 2024, increasing the rate from \$1.50 to \$2.00 per hour.

Q18: Page #11 – Section 2. – Item 2.15.2 ANNUAL FIXED OPERATING FEE – The annual fixed operating fee shall include all routine and recurring costs of operation, including but not limited to: *Fuel, insurance, and routine vehicle operating costs (if applicable) QUESTION: Are there any vehicles supplied by the City, or is the proposer expected to supply any agreed upon enforcement vehicles?

A: See question 20 for current inventory including (3) three City-owned golf carts.

Q19: Page #11 – Section 2. – Item 2.15.2 ANNUAL FIXED OPERATING FEE – The annual fixed operating fee shall include all routine and recurring costs of operation, including but not limited to: *Fuel, insurance, and routine vehicle operating costs (if applicable) QUESTION: Regarding vehicles, does the City approve of golf carts as an on-street enforcement vehicle?

A: Yes.



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Q20: Page #12 – Section 2. – Item 2.15.4 OFFICE SPACE AND EQUIPMENT – An inventory of available office equipment and supplies will be provided upon request. QUESTION: Please provide an inventory of available office equipment and supplies.

A: Inventory as of 1/26/2026:

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Item Name	Quantity	Unit Type	Condition	Status	Location
Wooden Bookcase	1	Each	Good	Active	Parking Enforcement Office
Wooden Desk	1	Each	Good	Active	Parking Enforcement Office
Office Chairs	7	Each	Fair	Active	Parking Enforcement Office
Wood Table	1	Each	Fair	Active	Parking Enforcement Office
Wooden Bookcase	1	Each	Good	Active	Parking Enforcement Office
Wooden Desk With Cabinet	1	Each	Good	Active	Parking Enforcement Office
Wooden Bookcase	1	Each	Good	Active	Parking Enforcement Office
Wooden Desk With Cabinets	1	Each	Good	Active	Parking Enforcement Office
Storage 3 Tier Rolling Cart	1	Each	Fair	Active	Parking Enforcement Office
Foldable Chairs	5	Each	Fair	Active	Parking Enforcement Office
Lobby Chairs	3	Each	Fair	Active	Parking Enforcement Office
Glass Top Lobby Table	1	Each	Fair	Active	Parking Enforcement Office
Wooden Lobby Table	1	Each	Fair	Active	Parking Enforcement Office
Antique Meter	1	Each	Good	Retired	Parking Enforcement Office
HP Printer Laser Jet 1536	1	Each	Good	Active	Parking Enforcement Office
Dell Desktop Computer	1	Each	Fair	Active	Parking Enforcement Office
HP Printer Pagedwide Pro Mfp	1	Each	Good	Active	Parking Enforcement Office
Dell Desk Computer	1	Each	Poor	Retired	Parking Enforcement Office
Dell Laptop 15" (LPR)	2	Each	Poor	Retired	Parking Enforcement Office
PC Keyboards	4	Each	Poor	Retired	Parking Enforcement Office
License Plate Scanner Cameras	2	Each	Poor	Retired	Parking Enforcement Office
License Plate Scanner Processing Unit	1	Each	Poor	Retired	Parking Enforcement Office
Dell Desktop Computers	2	Each	Fair	Retired	Parking Enforcement Office
Computer Monitor	1	Each	Fair	Retired	Parking Enforcement Office
Fuji Film Digital Cameras	3	Each	Fair	Active	Parking Enforcement Office
Sony Digital Cameras	2	Each	Fair	Active	Parking Enforcement Office
Brooms	2	Each	Fair	Active	Parking Enforcement Office
Mop	1	Each	Fair	Active	Parking Enforcement Office
Swiffer	1	Each	Fair	Active	Parking Enforcement Office
Plastic Buckets	2	Each	Fair	Active	Parking Enforcement Office
Toilet Plunger	1	Each	Fair	Active	Parking Enforcement Office
Toilet Brush	1	Each	Fair	Active	Parking Enforcement Office
Fabric Yellow Gloves	6	Each	Good	Active	Parking Enforcement Office
Vacum Cleaner	1	Each	Good	Active	Parking Enforcement Office
Pay Stations Keys	4	Each	New	Active	Parking Enforcement Office
Meter Bag Cover (Double)	8	Each	New	Active	Parking Enforcement Office
Meter Bag Cover (Single)	4	Each	New	Active	Parking Enforcement Office
Coin Safety Box For Collections	1	Each	Good	Active	Parking Enforcement Office
Plastic Coin Container For Paystation	5	Each	Good	Active	Parking Enforcement Office
Plastic Coin Container For Meters	3	Each	Good	Active	Parking Enforcement Office
Bill Containers For Paystation	9	Each	Fair	Active	Parking Enforcement Office
MK5 Meters Ready For Work	16	Each	Good	Active	Parking Enforcement Office
MK5 Meters For RMA	5	Each	Poor	To Be Repaired	Parking Enforcement Office
Old Coin-Only Meters	2	Each	New	Retired	Parking Enforcement Office
Meters Helmet	13	Each	Good	Active	Parking Enforcement Office
Translucent Meter Cover	3	Each	New	Active	Parking Enforcement Office
Metal Meter Box	9	Each	New	Active	Parking Enforcement Office
Base Splitter For Meters	23	Each	New	Active	Parking Enforcement Office
Exterior Cover For Meter Base Pipe	22	Each	New	Active	Parking Enforcement Office
Internal Meter Base Pipe	8	Each	New	Active	Parking Enforcement Office
Metal Hinge And Cup Holder	29	Each	New	Active	Parking Enforcement Office
Meter Coin Cups	4	Each	Fair	Active	Parking Enforcement Office
Meter Battery Charger	1	Each	Good	Active	Parking Enforcement Office
Meter's Cover Blue Bags (Double)	23	Each	Fair	Active	Parking Enforcement Office
Meter's Cover Blue Bags (Single)	6	Each	Fair	Active	Parking Enforcement Office
Gray Meter Bags	8	Each	Fair	Active	Parking Enforcement Office
Hand Truck For Collections	1	Each	Good	Active	Parking Enforcement Office



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Wheel Boot	1	Each	Good	Active	Parking Enforcement Office
MK5 Meter	173	Each	Good	Active	Lots
MS1 Paystations	4	Each	Fair	Non-Operational	City Maintenance Lot
MS1 Paystations	2	Each	Fair	Active	Lots
Cummins Coin Counting Machine Ink Ribbons	1	Each	Good	Active	Parking Enforcement Office
Plastic Paper Trays	2	Each	poor	Active	Parking Enforcement Office
Plastic Trash Can	1	Each	Good	Active	Parking Enforcement Office
Desk Calculator	3	Each	Good	Active	Parking Enforcement Office
Hole Punch	1	Each	Good	Active	Parking Enforcement Office
Paper Cutter	1	Each	Good	Active	Parking Enforcement Office
Label Maker	1	Each	Good	Active	Parking Enforcement Office
Stapler	2	Each	Good	Active	Parking Enforcement Office
Scissors	2	Each	New	Active	Parking Enforcement Office
Laminator	1	Each	Good	Active	Parking Enforcement Office
Bank Deposit Bags	67	Each	New	Active	Parking Enforcement Office
Coin Deposit Bags	60	Each	New	Active	Parking Enforcement Office
Currency Detection Lamp	1	Each	Good	Active	Parking Enforcement Office
Plastic Trash Can	1	Each	Good	Active	Parking Enforcement Office
Master Locks With Keys	3	Each	New	Active	Parking Enforcement Office
Automatic Stapler	1	Each	Fair	Active	Parking Enforcement Office
Digital Thermometer	1	Each	Good	Active	Parking Enforcement Office
Fan	1	Each	Poor	Active	Parking Enforcement Office
30 Gallons Plastic Trahs Can	1	Each	Fair	Active	Parking Enforcement Office
Foam Coolers	7	Each	Fair	Active	Parking Enforcement Office
Microwave	1	Each	Good	Active	Parking Enforcement Office
Small Refrigerator	1	Each	Good	Active	Parking Enforcement Office
Yellow Traffic Vests	12	Each	Fair	Active	Parking Enforcement Office
Yellow Traffic Vests	43	Each	New	Active	Parking Enforcement Office
Orange Traffic Vests	4	Each	Good	Active	Parking Enforcement Office
Do Not Enter Red Ribbon	1	Each	Good	Active	Parking Enforcement Office
Caution Yellow Ribbon	4	Each	Good	Active	Parking Enforcement Office
Fire Extinguisher	1	Each	Good	Active	Parking Enforcement Office
Orange Glo Ribbon	6	Each	New	Active	Parking Enforcement Office
Pride Flag Ribbon	2	Each	Fair	Active	Parking Enforcement Office
Orange Glo Flags	4	Each	Good	Active	Parking Enforcement Office
Safety Box	1	Each	Good	Active	Parking Enforcement Office
"Do Not Block Access Handicap" Sign	2	Each	Good	Active	Parking Enforcement Office
"Parkmobile Zone 8021" Sign	30	Each	Poor	Retired	Parking Enforcement Office
"No Car" Parking Sign	1	Each	Good	Active	Parking Enforcement Office
"Permit Parking" Only Sign	5	Each	Good	Active	Parking Enforcement Office
"Pay Here 6PM To 3AM" Signs	9	Each	Good	Active	Parking Enforcement Office
ParkMobile Zone 8026 Signs	2	Each	Good	Active	Parking Enforcement Office
ParkMobile Zone 8027 Signs	2	Each	Good	Active	Parking Enforcement Office
ParkMobile Zone 8023 Signs	2	Each	New	Active	Parking Enforcement Office
ParkMobile Zone 8022 Signs	2	Each	New	Active	Parking Enforcement Office
ParkMobile Zone 8025 Signs	2	Each	New	Active	Parking Enforcement Office
ParkMobile 8024 Signs	1	Each	New	Active	Parking Enforcement Office
"ParkWilton Manors \$1.5" Signs	12	Each	Poor	Retired	Parking Enforcement Office
Old Pay-To-Park Signs	5	Each	Poor	Retired	Parking Enforcement Office
New Pay-To-Park Signs	2	Each	New	Active	Parking Enforcement Office
A-Frame Signs	13	Each	Good	Active	Hagen Park Parking Lot
Small Arrows Signs	35	Each	Good	Active	Parking Enforcement Office
"Paystation Refurbishment In Progress" Signs	2	Each	Good	Active	Parking Enforcement Office
"No Event Entry" Sign	1	Each	Good	Active	Parking Enforcement Office
"One Way Right Turn Only" Sign	2	Each	Good	Active	Parking Enforcement Office
"Parking Lot Full" Sign	2	Each	Good	Active	Parking Enforcement Office
"Vehicle Must Exit This Lot Before 1AM" Sign	1	Each	Good	Active	Parking Enforcement Office
"Vehicle Must Exit This Lot Before 3AM" Sign	2	Each	Good	Active	Parking Enforcement Office
"Event Parking Pay At Paystation" Sign	4	Each	Good	Active	Parking Enforcement Office
"Vip And Media Parking Only" Sign	2	Each	Good	Active	Parking Enforcement Office
"No Exit Local Traffic Only" Sign	3	Each	Good	Active	Parking Enforcement Office
"No Parking No Standing" Sign	1	Each	Good	Active	Parking Enforcement Office



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"No Exit, Parking Only " Sign	2	Each	Good	Active	Parking Enforcement Office
"This Area Will Be Pay For Parking Soon" Sign	4	Each	Good	Active	Parking Enforcement Office
"Ride-Share Pick Up And Drop Off Only" Sign	1	Each	Good	Active	Parking Enforcement Office
"Event Parking With Arrows" Sign	18	Each	Good	Active	Parking Enforcement Office
"Disable Event Parking Only Beyond This Point" Sign	2	Each	Good	Active	Parking Enforcement Office
"Event Parking \$25" Sign	14	Each	Good	Active	Parking Enforcement Office
"City Hall And Police Dept Visitors Only Mon-Thurs 7AM-6PM" Sign	6	Each	Good	Active	Parking Enforcement Office
"Pay By License Plate From 6PM To 3AM" Sign	1	Each	Good	Active	Parking Enforcement Office
"Early Voting Parking Only " Sign	1	Each	Good	Active	Parking Enforcement Office
"Pay Bt App Parking 9AM-3AM Parkmobile Zone 8021" Sign	2	Each	Good	Active	Parking Enforcement Office
"Voting Parking Free Until 8PM" Sign	1	Each	Good	Active	Parking Enforcement Office
"No Event Parking If You Park Here You Will Be Towed" Sign	2	Each	Good	Active	Parking Enforcement Office
"Volunteer Parking By Permit Only" Sign	2	Each	Good	Active	Parking Enforcement Office
"Early Voting Free Parking In This Lot Until 7PM" Sign	2	Each	Good	Active	Parking Enforcement Office
"No Entry, Exit Only " Sign	3	Each	Good	Active	Parking Enforcement Office
"Smal Event Parking Signs With Arrows" Sign	80	Each	Good	Active	Parking Enforcement Office
"Event Parking Vehicles Must Exit 3AM" Sign	2	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8022" Sign	2	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8024" Sign	4	Each	Good	Active	Parking Enforcement Office
"Do Not Do Not Enter" Sign	4	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8028" Sign	4	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8023" Sign	2	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8025" Sign	2	Each	Good	Active	Parking Enforcement Office
Parking By Permit" Sign	6	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8026" Sign	2	Each	Good	Active	Parking Enforcement Office
"City Parking Lot Full" Sign	5	Each	Good	Active	Parking Enforcement Office
"Pay To Park 8021" Sign	21	Each	Good	Active	Parking Enforcement Office
"6PM To 3AM" Sign	10	Each	Good	Active	Parking Enforcement Office
"After 4AM Tow Away Zone" Sign	4	Each	Good	Active	Parking Enforcement Office
"Parking Stonewall With Arrows" Sign	36	Each	Good	Active	Parking Enforcement Office
"No Parking, Violators Will Be Towed" Sign	23	Each	Good	Active	Parking Enforcement Office
Small "No Parking, Violators Will Be Towed" Sign	47	Each	Good	Active	Parking Enforcement Office
Plastic Cover For Paper Signs	2	Each	New	Active	Parking Enforcement Office
H Shape Stakes For Plastic Signs	100	Each	New	Active	Parking Enforcement Office
Metal File Cabinets	3	Each	Poor	Active	Parking Enforcement Office
Paint Brush	1	Each	Fair	Active	Parking Enforcement Office
Jack	1	Each	Fair	Active	Parking Enforcement Office
Screw Drivers	13	Each	Good	Active	Parking Enforcement Office
Hammer	1	Each	Good	Active	Parking Enforcement Office
Pliers	3	Each	Good	Active	Parking Enforcement Office
Wire Stripper	1	Each	Good	Active	Parking Enforcement Office
Wrenches	7	Each	Good	Active	Parking Enforcement Office
Chisel	3	Each	Good	Active	Parking Enforcement Office
Sockets Set	1	Each	Good	Active	Parking Enforcement Office
Head Set For Drill	1	Each	Good	Active	Parking Enforcement Office
Nail Puller Bar	1	Each	Good	Active	Parking Enforcement Office
Metal Brush	2	Each	Good	Active	Parking Enforcement Office
Drill Set	1	Each	Poor	Non-Operational	Parking Enforcement Office
Ladder	1	Each	Good	Active	Parking Enforcement Office
Measuring Tape 35'	1	Each	Fair	Active	Parking Enforcement Office
Orange Flash Light	1	Each	Poor	Non-Operational	Parking Enforcement Office
Black Waist Apron 3 Pockets	9	Each	Good	Active	Parking Enforcement Office
Electric Golf Car Tires	1	Each	Fair	Active	Parking Enforcement Office
EZ-GO Gas Golf Car Tire	1	Each	Good	Active	Hagen Park Parking Lot
Electric Golf Car Charger	1	Each	Poor	Non-Operational	Parking Enforcement Office
2024 EZ-GO RXV Golf Cart	1	Each	New	Active	Hagen Park Parking Lot
EZ-GO XF5301 Gas Golf Cart	1	Each	Good	Active	Hagen Park Parking Lot
EZ-GO XD9591 Gas Golf Cart	1	Each	Poor	Non-Operational	Hagen Park Parking Lot
Electric Club Car Golf Car	1	Each	Good	Active	Hagen Park Parking Lot



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Item Name	Category	Quantity	Unit Type	Condition	Status	Location
Thermal Paper Rolls For Star Printers (VATS)	Enforcement Supplies	35	Each	New	Retired	Parking Enforcement Office
Thermal Paper Rolls For Zebra Printers (Park Loyalty)	Enforcement Supplies	89	Each	New	Active	Parking Enforcement Office
Swiffer Pads	Janitorial Equipment	2	Case	New	Active	Parking Enforcement Office
Glass Cleaner	Janitorial Equipment	1	Each	Good	Active	Parking Enforcement Office
Bleach	Janitorial Equipment	1	Each	Good	Active	Parking Enforcement Office
Air Freshener Febreze	Janitorial Equipment	3	Each	New	Active	Parking Enforcement Office
Hand Soap	Janitorial Equipment	9	Each	New	Active	Parking Enforcement Office
Lemmon Scented Moist Towels	Janitorial Equipment	1	Bag	New	Active	Parking Enforcement Office
Ips Coin Collections Cards	Meter Equipment	12	Each	New	Active	Parking Enforcement Office
Ips Meter Diagnostics Cards	Meter Equipment	6	Each	New	Active	Parking Enforcement Office
Ips Maintenance Credit Cards	Meter Equipment	11	Each	New	Active	Parking Enforcement Office
Meter Batteries	Meter Equipment	16	Each	New	Active	Parking Enforcement Office
White Envelopes	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Lamination Plastic Sheets	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Manila Folders	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Black Toner For Printer Laser Jet 1536 Dnf	Office Supplies	3	Each	New	Active	Parking Enforcement Office
Color Ink For Printer Page Wide Pro Mfp	Office Supplies	1	Each	New	Active	Parking Enforcement Office
Coin Counting Machine Ink Ribbons	Office Supplies	2	Each	New	Retired	Parking Enforcement Office
Extra Wide Tape Dispenser With Tape	Office Supplies	2	Each	New	Active	Parking Enforcement Office
Post It Notes	Office Supplies	2	Each	New	Active	Parking Enforcement Office
Wipe Out Corrector	Office Supplies	6	Each	New	Active	Parking Enforcement Office
Vinyl Sintetic Gloves	Office Supplies	2	Cases	New	Active	Parking Enforcement Office
Paper Jumbo Clips	Office Supplies	11	Case	New	Active	Parking Enforcement Office
Rubber Bands	Office Supplies	5	Bags	Good	Active	Parking Enforcement Office
Letter Size Note Pads	Office Supplies	10	Each	New	Active	Parking Enforcement Office
Plastic Plastic Sheets For Id Lamination	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Fedex Shpping Envelopes	Office Supplies	9	Each	New	Active	Parking Enforcement Office
Fedex Shipping Bags	Office Supplies	11	Each	New	Active	Parking Enforcement Office
Fedex Airbill Forms	Office Supplies	19	Each	New	Active	Parking Enforcement Office
Parking Citation Forms	Office Supplies	1	Cases	New	Active	Parking Enforcement Office
Plastic Disposable Ponchos	Office Supplies	10	Each	New	Active	Parking Enforcement Office
Index Cards	Office Supplies	2	Cases	New	Active	Parking Enforcement Office
Invisible Tape	Office Supplies	7	Each	New	Active	Parking Enforcement Office
Desk Calculator Paper Rolls	Office Supplies	3	Each	New	Active	Parking Enforcement Office
Standard Staples	Office Supplies	2	Each	New	Active	Parking Enforcement Office
Hand Sanitizer Bottle	Office Supplies	1	Each	New	Active	Parking Enforcement Office
Bic Blue Pens	Office Supplies	10	Each	New	Active	Parking Enforcement Office
Push Pins	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Binder Clips	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Black Sharpies	Office Supplies	6	Each	New	Active	Parking Enforcement Office
Red Sharpies	Office Supplies	10	Each	New	Active	Parking Enforcement Office
Highlighters	Office Supplies	4	Each	New	Active	Parking Enforcement Office
Blach Magnum Permanent Marker	Office Supplies	1	Each	New	Active	Parking Enforcement Office
Hp Laser Jet Toner	Office Supplies	1	Each	New	Active	Parking Enforcement Office
CD'S	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Z Grip Black Pen	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Color Sharpies	Office Supplies	8	Each	New	Active	Parking Enforcement Office
Letter Head Paper	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Gray Granite Paper	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Address Adhesive Labels	Office Supplies	2	Pack	New	Active	Parking Enforcement Office
Hanging Folders	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Manila Envelopes	Office Supplies	1	Case	New	Active	Parking Enforcement Office
High Liners Markers	Office Supplies	3	Each	New	Active	Parking Enforcement Office
Small Paper Clips	Office Supplies	3	Case	New	Active	Parking Enforcement Office
Copy Paper	Office Supplies	11	Reams	New	Active	Parking Enforcement Office
Park Wilton Manors Informational Busuness Cards	Office Supplies	200	Each	New	Active	Parking Enforcement Office
Orange Envelopes For Citations	Office Supplies	14	Case	New	Active	Parking Enforcement Office
Paystations Printer Paper Rolls	Office Supplies	4	Rolls	New	Active	Parking Enforcement Office
Meter/Paystation Card Reader Clenning Pads	Office Supplies	1	Case	New	Active	Parking Enforcement Office
Toilet Paper	Office Supplies	13	Rolls	New	Active	Parking Enforcement Office
Paper Hand Towels	Office Supplies	2	Rolls	New	Active	Parking Enforcement Office
33 Gallon Trash Bags	Office Supplies	100	Rolls	New	Active	Parking Enforcement Office
Ac Filters	Office Supplies	3	Each	New	Active	Parking Enforcement Office
Duck Tape	Office Supplies	2	Each	New	Active	Parking Enforcement Office
2026 Employee Permit Hang Ties	Permits	179	Each	New	Active	Parking Enforcement Office
2026 Resident Permits Clings	Permits	108	Each	New	Active	Parking Enforcement Office
2024 Employee Hang Ties	Permits	92	Each	Fair	Retired	Parking Enforcement Office
2025 Employee Hang Ties	Permits	21	Each	Fair	Retired	Parking Enforcement Office
2023 Residents Permit Clings	Permits	32	Each	Fair	Retired	Parking Enforcement Office
2024 Residents Permit Clings	Permits	23	Each	Fair	Retired	Parking Enforcement Office
2025 Residents Permit Clings	Permits	64	Each	Fair	Retired	Parking Enforcement Office
8021 Zone Stickers	Signage	39	Each	New	Active	Parking Enforcement Office
Velcro	Tools/Maintenance	2	Each	New	Active	Parking Enforcement Office
Employee Uniforms Shirts	Uniforms	9	Each	New	Active	Parking Enforcement Office
Employee Uniforms Hats	Uniforms	4	Each	New	Active	Parking Enforcement Office



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Q21: Page #22 – Section 3. – Item 3.3.7.5 ITEMIZED LISTING – Proposer shall include with its Fee Proposal an itemized listing to include, but not be limited to the following costs: a) The fully loaded hourly rate for enforcement personnel and the number of hours proposed for enforcement per month. The hourly rate times the hours per month, times 12 months will be the annual enforcement cost. b) The fully loaded hourly rates for supervisory personnel and the number of hours proposed per month for supervisory personnel. QUESTION: In item a. above is the City looking for a full loaded hourly rate per enforcement officer or the all-in fully loaded rate for all enforcement personnel? Same question for item b.

A: The City is requesting the fully loaded hourly rate per individual position (e.g., per enforcement officer and per supervisory personnel), along with the number of hours proposed per month for each position.

Q22: Will the City be the Merchant of Record, or the Proposer?

A: The city will be the Merchant of Record.

Q23: Will the daily revenues be deposited in a City owned bank account or in an approved proposer's bank account?

A: All revenues will be deposited into a City-owned bank account.

Q24: Regarding the current contract agreement, please provide the current annual fixed fee and percentage of revenue fee(s).

A: Management as a percentage of revenues: Parking fees – 3.25%; Citations – 4.75%. The current agreement reimburses actual operating expenses.

Q25: Please provide the current FY and previous FY Parking Budgets

**A: FY25-26 Budget - See Attachment A
FY24-25 Budget – See Attachment B**

Q26: Please provide the current FY (FY25) and previous FY (FY24) Meter and Mobile Pay Revenues.

A: See Attachment C & D

Q27: Please provide the current FY (FY25) and previous FY (FY24) Citation Revenues.

A: See Attachment C & D

Q28: Please provide the operator's monthly financial statements from the most recent 12 months.

A: See Attachment C

Q29: Can the City provide a link to the current codes and ordinances that apply?

A: https://library.municode.com/fl/wilton_manors/codes/code_of_ordinances?nodeId=PTIICOOR_CH19TRVE



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Q30: Will the city consider an asset light/no hardware, mobile payment system if the proposer believes that is the best solution for the City.

A: Yes.

Q31: Does the City require the proposer to enforce all on-street metered spaces from 9:00am to 3:00am 365 days/year and the 4 City lots from 6:00pm to 3:00am 365 days/year and to budget for these hours accordingly in the fixed fee?

A: Currently, enforcement hours are 10:00 a.m. to 12:00 midnight Sunday through Thursday, and 10:00 a.m. to 2:00 a.m. on Friday and Saturday. Parking regulations are not enforced on holidays when City offices are closed.

Proposers should propose an enforcement approach and staffing levels they believe will effectively support the City's parking program.

Q32: Can the City provide the actual parking revenue collected by year for the last 3 years?

A: See Attachments C & D.

Q33: Can the City provide the last 12 months financials?

A: See Attachment C

Q34: Can the City provide the 2025 operating budget for the parking & enforcement operation?

A: See Attachment B

Q35: Can the City provide the current schedule for the enforcement division?

A: See Attachment E. Proposers should propose an enforcement schedule they believe will effectively support the City's parking operations.

Q36: What days/hours does the City expect the parking office to be open?

A: Currently the Parking Office is open Monday to Thursday 10:00 am to 6:00 pm and Fridays 10:00 am to 3:00 pm.

Q37: Please provide current inventory or office equipment provided by the City

A: See answer to question 20.

Q38: Please provide current inventory / spare parts related to Parking Meters

A: See answer to question 20.

Q39: How many IPS meters are currently in service



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A: 162

Q40: What is the cost of any extended warranty plan on IPS Meters

A: All IPS meters are out of warranty.

Q41: Does the City provide vehicles for enforcement?

A: The city has three (3) golf carts to use for enforcement.

Q42: Is vehicle maintenance and fuel an operating cost? Or does the City provide?

A: Routine operating costs associated with vehicles should be included in the proposer's fixed operating fee unless otherwise agreed upon with the city.

Q43: What days/hours is enforcement expected by City

A: Currently enforcement hours are 10:00 am to 12 midnight Sunday to Thursday and 10:00 am to 2:00 am Friday and Saturday. Parking regulations are not enforced on holidays when City offices are closed.

Q44: What enforcement system does the City currently use?

A: Violation and Ticketing System (VATS).

Q45: Does the City use LPR for enforcement?

A: No.

Q46: Is there a monthly subscription fee for the citation software?

A: Yes.

Q47: Does the City currently immobilize vehicles

A: No.

Q48: If so, is this handled by Operator or subcontracted

A: N/A, see answer to Question 47.

Q49: Please indicate the type of CC the City's P-Card is

A: Mastercard.

End of Addendum # 1