



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
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Purchasing Agent

RFP #43-18

SHORT-TERM RENTAL IDENTIFICATION AND COMPLIANCE MONITORING

Proposals will be received by the Purchasing Office at City Hall, 25 Cottage Road, South Portland, Maine. Each Proposer must submit a Proposal electronically via email with the subject line of the email clearly marked "STR Compliance Proposal". The Purchasing Office will send confirmation via email that the Proposal is received. Proposals will be received until 8:00 AM (Eastern Prevailing Time) on Thursday, March 8, 2018. Proposals submitted after this time will not be accepted.

Services Requested

The City of South Portland has adopted an ordinance regulating the operation of Short-Term Rentals (STR). The ordinance is available online or upon request. The City is soliciting proposals for a third party to assist with (1) Identifying and locating STRs operating in the City; (2) Monitoring and reporting STR activity to ensure compliance with City policy; (3) Providing a comprehensive and mobile-enabled registration process for STR operators; and (4) Providing a solution for managing and responding to complaints related to STRs.

Notes to the Proposer

All proposals are to be submitted to Colleen Selberg, Purchasing Agent, via email, at cselberg@southportland.org. All questions related to this proposal request are to be submitted to Joshua Reny, Assistant City Manager, via email, at jreny@southportland.org. Questions received less than 72 hours prior to the proposal deadline may not be answered.

Proposals must include a comprehensive description of the services and related products the Proposer is able to deliver, a statement detailing Proposer's experience and technical ability to provide those services, a statement as to whether the Proposer is able to provide data in a format compatible with the Business Licensing module for MUNIS software, an explanation of any technical or other limitations affecting Proposer's ability to monitor compliance with the City's ordinance, a list of references and current municipal clients, an estimated implementation timeline and City support required, the proposed fee, including fixed and/or variable pricing options, and the proposed service agreement, including all terms and conditions.

The City reserves the right to reject any or all proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional proposals. The City further reserves the right to reject the Proposal of any Proposer whom it finds, after reasonable inquiry and evaluation, to not be responsive or responsible. The City may also reject the Proposal of any Proposer if the City believes that it would not be in the best interest of the City to make an award to that Proposer. The City also reserves the right to waive any technical or legal deficiencies and all informalities not involving price, time, or changes in the Services and the right to negotiate contract terms with the successful Proposer.