

January, 2009

# Request for Proposal

**RFP 2008.12.01**

City of Coral Gables  
Parking Cashier Services



**impark**

*your parking authority*

Impark  
1395 Brickell Ave  
Miami, FL 33131

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## 1. Executive Summary

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Request for Proposal  
RFP 2008.12.01 - Parking Cashier Services  
City of Coral Gables



**impark***your parking authority*

January 5, 2009

City of Coral Gables  
Procurement Division  
2800 SW 72<sup>nd</sup> Avenue  
Coral Gables, Florida 33155

RE: Proposal for Parking Cashier Services – RFP 2008.12.01

To the Evaluation Committee:

Thank you for providing Impark the opportunity to present our qualifications relative to the staffing and professional parking management for The City of Coral Gables. While this contract is primarily a staffing one in scope of services to be provided, Impark sees this as an opportunity to partner with The City of Coral Gables to enhance the overall parking experience for residents and visitors to Coral Gables. In addition to meeting the challenges of hiring, screening, training, and staffing for over 20,000 hours of personnel annually, Impark proposes to deploy our resources to provide exceptional customer service and assist The City of Coral Gables with facility maintenance as their "eyes and ears". The following are a few examples of the services we would propose to include under this agreement at no additional cost to The City of Coral Gables:

- A dedicated Supervisor will be assigned to this contract to ensure a well trained staff is recognized and rewarded for providing a high level of customer service. Impark uses innovative programs designed to ensure our front line staff are motivated and provide exceptional service to the parking public. These programs include Mystery Shopping Services provided through a 3<sup>rd</sup> party-Ann Michaels Mystery Shops ([lshopforyou.com](http://lshopforyou.com)), and our proprietary "On the Spot" rewards and recognition program where staff accumulate points and can redeem them for products in our gift catalogue. Employees accumulate points through the positive results of mystery shops as well as from supervisors recognizing them for exceptional service, time and attendance goals being accomplished, having a good "over and short" record, etc.
- Impark's "Parker Pete" customer care program would be deployed at all facilities offering free amenities to distressed customers – i.e. battery jump starts, flat tires, locked out assistance, etc. Impark, at its expense would purchase signage approved by The City of Coral Gables promoting this amenity program as well as the jump starter/tire inflator for each location. Impark staff would be trained in the proper use of this equipment and assist customers as needed. Signage would have our 1 800 dispatch number in the event a customer needed



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service when no personnel was on site. Impark would then promptly dispatch help to the customer. Our 1 800 number is staffed 24/7.

- Our Supervisor would walk facilities daily and provide The City of Coral Gables Parking Department with maintenance checklists detailing any conditions that need addressing, such as lighting out, new graffiti, damaged signage, etc. These checklists can then be used to generate work orders by the City's staff. A constant line of communication between Impark's "personnel on the ground" and the City's staff will enhance overall parking services in The City of Coral Gables.

Impark is eminently qualified to meet the scope of services under this RFP. Impark will add additional value to The City of Coral Gables over the term of the contract. As the Parking Industry's 3<sup>rd</sup> largest parking company in North America, with over 1,900 locations, Impark is a leader in using technology within this industry. As The City of Coral Gables begins to deploy new parking technology at their facilities, it's important to have a partner who understands state of the art technology and has training materials and human resource programs designed for these types of facilities. Impark is that company!

Impark has a large human resource department dedicated to the recruiting and training of professional, friendly employees to meet our needs. Our Support team in South Florida starts with our General Manager, Chester Escobar. He has over 13 years of experience in the parking industry all of which has been gained in the local market. Our corporate oversight begins with Chris Johnson, Senior Vice President, Bryan Wallner, President, and ultimately myself to make sure we deliver on all of our proposed services.

Should you require additional information, please feel free to contact me at 604-331-7206. Again, thank you for your time and consideration.

Sincerely,

Herb Anderson  
Vice Chairman and CEO  
Impark  
601 West Cordova Street  
Suite 300-The Station  
Vancouver, BC V6B161



## 2. Experience of Proposer

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## 2. Statement of Experience

### Corporate Profile

Imperial Parking (Impark) is one of the three largest parking management companies in North America. Impark operates more than 1,900 parking facilities with 425,000 parking spaces. Having undergone a strategic plan of expansion in the United States over the past few years, Impark now operates in 34 separate North American cities.

#### Setting the Standard Since 1962

An enterprise that began with a single surface parking lot has since become one of North America's leading parking management firms, with 3,700 employees, gross receipts in excess of over \$400 million and operations throughout North America. As a fully integrated company, we have the operational experience and multi-disciplinary capabilities to take any project from planning to completion.



#### Early Expansion

The simple concept of paying attention to service, combined with a strong entrepreneurial drive, led to steady growth after the company's inception in 1962. By 1980, "Impark" dominated the Vancouver market and had established the depth of staff and resources to expand east. Operations commenced in Edmonton in 1981 and in Calgary in 1983. As in Vancouver, both customers and landlords in these cities recognized the value of what Impark had to offer, and what started as single-lot operations in these cities, now comprises over 300 contracts.

#### The 1980s

Impark proved its capabilities through the latter half of the 1980s as the parking supplier/manager to several new sports- and entertainment-related stadiums (Rogers Centre in Toronto, Pengrowth Saddledome in Calgary, and BC Place in Vancouver). 1989 saw our first move into management services within the U.S. with the acquisition of a single account in Minneapolis.

#### The 1990s & Onward

Growth continued at a rapid pace through the 1990s with branch offices established in all of Canada's major cities and the acquisition of Canada's largest parking company, CitiPark, in 1995. This move, along with steady growth in new accounts, established Impark as the largest parking management firm in Canada, with over 75% of the market's commercial business. International business was pursued as well, with operations established and later sold in Taipei, Taiwan, and Hong Kong.





## Bold Start to the 21st Century

A new era in Impark's history came on March 28, 2000 when Impark Parking was listed as a public company on the American Stock Exchange (AMEX: IPK). The financial restructuring that accompanied this move saw the retirement of all long-term debt and the creation of a significant capital reserve to fund future acquisitions. This move reinforced an already strong foundation established over the last four decades.

This, and the addition of a variety of personnel with strong experience in the U.S. market, meant that Impark could effect a plan to become a much larger North American presence. Expansion in the U.S. has since come at a rapid pace, including major projects such as an agreement with the San Francisco Giants to develop and manage 4,900 parking spaces surrounding the new Pacific Bell Stadium (now AT&T Park), Miller Park in Milwaukee, and Turner Field in Atlanta.

The purchase of DLC Parking and Transportation in 2001 gave Impark a significant presence in the Northeastern U.S., and a significant shuttle operation, and expansion into new markets over the last five years has seen Impark firmly established as a truly North American leader in the industry with almost half of gross receipts now derived from U.S. operations.

In May 2004, Impark Parking Corporation was acquired by Impark Parking Management, LLC, an affiliate of The Gates Group, LLC, a private equity firm based in Cleveland, Ohio ("Gates"). As a result of the merger, Impark has become a wholly-owned subsidiary of Impark Parking Management LLC. This transaction meant that Impark was able to, once again, become a privately held company. A restructuring of the company in 2006 further enhanced Impark's financial position with owner partners now including international investment and advisory firm Babcock & Brown as well as The Gates Group, LLC.

Herb Anderson joined Impark in January of 2005 as Vice Chairman and CEO. With over 21 years of experience in the parking industry, Herb's proven track record, client focus and strong leadership align perfectly with Impark's vision for future success.

*"Impark is dedicated to providing the best parking and transportation management solutions in North America. We are focused on using innovative technology in order to create client value while utilizing our exceptional customer service programs. Impark has been able to expand our business by aligning our company's interest with the interest of our clients and becoming an indispensable part of their team. We will continue to perform for our clients by applying our core values of integrity, expertise, people, commitment, teamwork, and results, to everything we do."*

Herb Anderson, Vice Chairman & CEO

Impark is currently in possibly the most exciting phase of its history, entering the fourth year of a 5-year strategic plan involving a significant investment in the company's back-office systems. In addition to delivering unprecedented levels of service and



technology to Impark's customers and clients, these enhancements provide a platform of scalability that will facilitate further growth.

Additional Information about Impark and its business services is available online at [www.impark.com](http://www.impark.com).

### Business Philosophy

Impark has culture built around its Mission Statement & Values. All sectors of the organization understand the importance of developing a true partnership relationship with clients, and delivering on the promise of exceptional service. Impark has a history of technology 'firsts' in the industry in North America, and has a commitment to ever improving technology offerings.

#### Impark's Mission Statement

Impark is the premier North American parking and transportation solutions company. We partner with clients, customers and employees to deliver exceptional service and value through innovation.

#### Impark's Core Values

Impark's core values are part of day-to-day life for the employees. Communication around key initiatives emphasizes the link to the values, and management employees' annual performance appraisals align current behaviors directly against the company's core values.

**Integrity** – Operating always with good business ethics, treating our customers, clients and each other with respect, and being honest with and trusted by all our stakeholders.

**Innovation** – Approaching parking and transportation solutions in a forward-thinking manner and fostering in each other an entrepreneurial spirit.

**Expertise** – Promoting high standards of proficiency and knowledge. Ensuring we are well informed and able to apply a hands-on approach to providing solutions in an effective and efficient manner.

**People** – Demonstrating caring and compassion in our interactions with others, respecting and promoting the value of a diverse workforce and an inclusionary attitude.

**Commitment** – Fulfilling our promise to be responsible and accountable through a diligent and pro-active work ethic, and achieving the highest standards in everything we do.

**Teamwork** – Employing the best of each other's talents, through a collaborative approach to achieving optimum solutions.

**Results** – Applying a focused determination allowing us to exceed our expectations.



## Quality Control/Cash Handling Procedures

### **Quality Control**

Impark operates a very sophisticated system of accounting and revenue controls. These systems have been developed over the past several decades, and have been regularly updated to meet the growing demands of our clients and the many technological advances seen in the parking industry.

As a general philosophy, Impark has embraced technology as a means to improve its services and control costs for our clients, and in many cases, has been the industry leader of such advances. Impark, for example, developed its own stand-alone credit card acceptor/processor for attendant cashier applications, and was the first parking management company to introduce payment by phone.

Impark operates strictly under the principle of 'division of duties' and much emphasis is placed on separating those counting cash, posting revenue, and those balancing the revenue received against tickets, or other inventory sold. Careful attention is paid to reconcile the number of shifts against the number of deposits made by the cashiers and parking facility managers. This reconciliation is completely independent of the on-site operation and ensures that all shift deposits are made and available for audit.

Impark also operates a strict policy on the retention of records. All tickets and other records are retained for seven years. In many cases, an individual client will require additional special record retention procedures, and these are always respected. Many facilities also operate on online or stand-alone automated parking systems that provide additional reconciliation capabilities.

### **Business Conduct and Ethics Hotline**

The Code of Business Conduct and Ethics Hotline may be utilized by employees to make confidential, anonymous complaints about any matter concerning the corporation's practices and employee conduct, including management. Impark adopted the policy to establish procedures for the receipt, retention and treatment of complaints received by the Corporation for quality control, regarding accounting and auditing matters.

### **Cash Handling Procedures**

The following are typical procedures that Impark implemented to ensure the complete safeguard of revenues collected until accounted for in our bank reconciliation and transmitted to the client. Clearly, there would be exceptions to this system depending upon the levels of cash requiring armored car utilization, but will be based on the City of Coral Gable's requirements; complete Cash Handling Procedures would be developed as part of the Standard Operating Procedures.



## General Cash Collection Procedure

- Whenever a cash drawer reaches \$500 in collected revenues (both cash and checks) in excess of the cashier's bank, the cashier initiates a deposit by preparing a deposit bag and notifies the on-site Supervisor of the need to make a deposit. The Supervisor confirms the deposit and drops the deposit into the safe. The amount of the deposit, date, time, booth and cashier are indicated on each deposit bag. The cashier is required to enter the amount and time of deposit onto his/her Cashier Shift Deposit Report of which the on-site Supervisor must then sign.
- Where the levels of collected cash on-site are significant, monies deposited in the safes remain secured until picked up by the Armored Car contractor for transport to the bank. The armored car personnel accompany the Supervisor/Manager to collect the contents of each site safe. The Armored Car personnel and the site Supervisors, each being assigned one of the two safe keys, travel from safe to safe, with the Supervisor verifying the contents and depositing the deposit envelopes into a sealed, tagged, opaque bag. The contents of each safe will be recorded by the number of sealed deposits, along with the sealed bag number indicated onto a daily deposit log provided by the armored car company. The armored car personnel and the Supervisor will be required to sign the daily deposit log for each sealed bag collected and recorded with the number of deposit envelopes indicated. The log is kept by the armored car personnel with the deposits, while a copy of the signed log will remain at the on-site office for the records. The safe clearing route would be changed periodically to prevent tracking of the process.

## Pay on Foot Collection Procedure

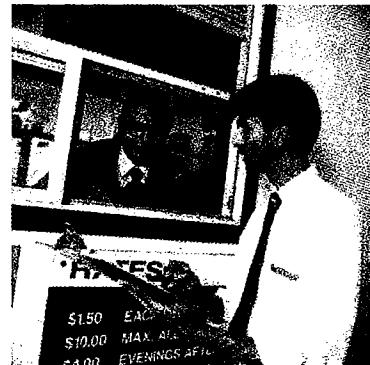
- Monies deposited in pay on foot machines remain until picked up by the armored car contractor for transport to the bank. The Manager will accompany the armored car representative will to collect the contents of each pay on foot machine.
- There are three boxes in the pay on foot machine; one that collects cash, and two boxes that are filled with one and five dollar bills to provide customer change. All of these boxes remain sealed at all times during the transaction. Under Manager supervision, the armored car representative will exchange the full cash collection box for an empty box and replace the empty customer change boxes with sealed boxes filled with one and five dollar bills.
- The armored car representative and the Manager will travel together to each pay on foot machine. The pay on foot machine has the technology to create a report which will include relevant transaction information.



## Attendant Revenue Control Procedures

The focus on integrity begins with the Control Sheet itself, which requires the attendants to balance the ticket-based value of all transactions that occurred on their shift to the cash that they deposit. Each attendant is required to complete a Control Sheet Summary for his/her shift. Under no circumstances are two attendants allowed to overlap each other's shifts and include more than one staff person's transactions on a single Control Sheet. This form is completed by each attendant for each shift worked.

Important information included on this form are: ticket sequence numbers; a summary of the number of tickets within each rate segment, e.g. 4 x \$1.50, 12 x \$2.00 (within Part A, "Ticket Summary"); a summary of the cash deposited, broken down to individual denominations (Part B, "Cash & Cheque Summary"); any voids, along with the customer name, phone, and license number (each void is later verified by the Audit Department); and a listing of credit card payments for honour-notices.



This form is completed in duplicate by the attendant, with one copy submitted with the cash deposit and a second sent with the tickets directly to the AC Entry Department

In addition to the Control Sheet, the following measures are used in conjunction with attendant operations:

### Individual Cash banks

The concept of "compartmentalizing" each attendant's accountability is extended through the use of individual cash floats. Each attendant receives a specific amount of cash as a "float" when they are assigned to a site. Upon completing their shift, they deposit all cash taken in during their time on duty and also remove their float from the cash drawer. There is absolutely no cash left for the next attendant on duty. That individual is essentially left with a clean slate with which to start and uses their own float to carry out any transactions within their shift.

### Master Control Sheet/Shift Control Form

This is completed at any facility that operates with multiple shifts or more than one attendant booth. This does not replace, but merely summarizes the information contained on individual control sheets. Distribution is as above; with one copy each to the Audit Department and AC Entry Department.



## Lost Ticket Form

This is used when a customer claims to have lost their ticket, or when a ticket is so badly mutilated as to be illegible or unreadable by the machine. These must be cross-referenced to the Control Sheet.

### Procedures for Lost or Mutilated Tickets

In instances when a customer claims to have lost their ticket, or when a ticket is so badly mutilated as to be illegible or unreadable by the machine, the attendant completes a Lost Ticket form, which includes details such as customer name, phone number, and license plate number. As soon as the Cash Office staff see a Lost Ticket form it is forwarded to the Audit Department, who contact the customer to verify the circumstances. All lost or mutilated tickets must be cross-referenced to the Control Sheet.

### Automated Control-Sheet Review

As soon as cash deposits are turned in by the attendant, AC Entry personnel compare deposit amounts recorded on the control sheets to actual cash received. This staff member also informs the Operations Manager immediately if any deposits have not been received subsequent to the completion of an attendant's shift.

Using our in-house designed Attendant Transaction Control software (please see input screen sample below), Audit Department personnel verify all deposit, ticket sequence, and control sheet amounts a second time.



**Master Ticket Record Sheet**—for locations using sequentially numbered, bundled tickets (as opposed to bar-coded or magnetic-stripe tickets), this form is used to record issuance/receipt of a ticket bundle. Our central ticket office will only issue sufficient tickets for a one or two-day period. Use of out-of-sequence tickets is a disciplinary infraction.



### *Master Ticket Record Sheet*

To be kept in supply office and completed upon ticket receipt.



**Cash Counting Record** —Allows for spot audit of attendant floats. Shortages would indicate “dipping”, i.e. borrowing of funds from float. Overage would indicate unrecorded transactions.

**Cash Counting Record** **\$**  
**Petty Cash (Attendant's Float) Reconciliation**



Details		Lot #	Branch
Date of Count:		Employee Name	
Cash Count by		Emp #	
Bill & Coin			
BILLS		Quantity	Amount
100	X		
50	X		
20	X		
10	X		
5	X		
1	X		
Total			
COINS		Quantity	Amount
2	X		
1	X		
0.50	X		
0.25	X		
0.10	X		
0.05	X		
0.01	X		
Total			

**Total Cast**

[REDACTED]

**Amount of Float per General Ledger**

## ANSWER

### *Discrepancy*

**Employee's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:**



**Site Ticket Record** —For sites with sequentially numbered tickets. Corresponds to Master Ticket Control Record in Supply / Central Ticket Office. Allows for recording of authorized tickets, and comparison to tickets actually in use.



Site Ticket Inventory Record for Lots

Lot # \_\_\_\_\_ Ticket Type \_\_\_\_\_

**Note:** Ticket type is revenue control tickets, 3-part tickets, honour tickets, etc.

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**Safe Drop Log**—Completed by attendants each time they deposit to a drop safe. Must be witnessed by a supervisor, Facility Manager, or Operations Manager.

## Safe Drop Log

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**Shift Report / Control Sheet** —Self-carboning form that records value and quantity of all tickets issued. Requires attendant to provide a 3-way reconciliation of number of tickets sold, ticket face value, and cash submitted. Also ensures use of tickets within pre-approved sequence for bundled ticket locations.

## IMPERIAL PARKING SHIFT REPORT



## Hiring and Training

We provide equal employment opportunity to all persons without regard to race, color, religion, sex, age, disability, national origin, or sexual orientation. Equal opportunity and equal consideration will be afforded to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, transfer, and layoff or termination.

### Recruiting and Hiring

To attain our goal of customer service excellence, we believe it is essential to start at the beginning, with our recruiting and hiring practices. The employment guidelines, which we will apply, are as follows:

- Job Posting - To enhance the opportunity for our employees' professional growth when a job opening occurs, qualified Impark employees are considered for all internally posted positions, before external persons are recruited.
- Outside Recruiting - External recruiting of candidates utilizes some or all of the following sources:
  - Websites, such as Monster.com, Craig's List, etc
  - State Employment Agency
  - Newspapers
  - Schools – Colleges (Business or Vocational schools, etc).
  - Local agencies specializing in minority or handicapped referrals and vocational rehabilitation agencies.
  - Applicant Tracking System (On-line Application) - Impark has a state of the art application tracking system that facilitates managing candidates throughout the recruitment process. External applicants may apply to Impark on [www.Impark.com/careers](http://www.Impark.com/careers) by completing our on-line application through our applicant tracking system. Impark's on-line application asks each applicant qualifying questions during the application process. The system then ranks candidates based on pre-screen questions allowing us to select the best applicants to participate in the interview process. This system

**Lots of Opportunities**

Imperial Parking, with over 3,500 employees and management contracts in 32 cities in North America, is one of North America's largest parking operators. Our goal is to continue to develop and expand both our Company and our people. As a result of this exciting growth, we have new **Career Opportunities** for individuals to join our team in the following positions:

- Accounts Payable Administrator
- Accounts Payable Imaging Clerk
- Senior Financial Accountant
- Finance & Operation Administrative Assistant
- Network Administrator
- Business Analyst/Project Manager
- Information Centre Specialist
- Programmer
- Methodologies Coordinator
- Field Auditor
- Area Manager

We offer advancement to individuals who believe as we do, that people make the difference when it comes to customer service and innovation. We also offer a competitive benefits package and exciting perks such as educational assistance, RRSP Savings Program, Gym Membership and of course free parking.

Please visit [www.Impark.com](http://www.Impark.com) to find out more information regarding job profiles and qualifications.

Interested applicants please send your resume indicating the position you are applying for and salary expectations to: [careers@Impark.com](mailto:careers@Impark.com) or fax 604.909.5982.

**Impark**  
Imperial Parking Group



also allows us to maintain a constant pool of qualified candidates to fill open positions.

- Interviews - Human Resources, in partnership with the hiring manager, conducts employment interviews with the qualified applicants who successfully advance through the preliminary screening process. Human Resources also ensures that the hiring manager meets with all applicants being seriously considered for the position.
- Testing/Assessment - From the selection interviewing process, Human Resources will have each candidate complete a math and customer service test. Only applicants with a passing score will be considered for employment.
- Background Checks and References - Human Resources will conduct background checks using a third party vendor in adherence to Impark's Background Check Policy. These checks include employment verifications, criminal background checks, motor vehicle reports for parking valet attendants, and credit checks for managers and bookkeepers.
- Job Offer - The branch General Manager will approve all job offers before they are made. Human Resources extends the job offer to the successful candidate. The offer is specific in terms of pay rate, starting date and time, and other expectations.
- Record Keeping - Human Resources ensures personnel records are maintained with accurate information with respect to job openings, candidates considered, individuals selected and reasons for not selecting others. All applications, resumes and test results will be filed and kept for one year in Human Resources.



### Ongoing Training

It is Impark's practice to provide thorough and on-going training in order to ensure a highly competent and motivated work force. The first step to achieve this goal is to solicit and incorporate our client's training objectives into Impark's training system. Impark will then provide the necessary training materials to conduct these sessions, based on their established training system: The Learning Spot. Housed on their intranet, The Learning Spot system is comprised of the wide scope of lessons that educate various levels of employees on both how to perform their jobs, and develop their professional skills.

The specially designed training is implemented utilizing the following systematic approach:

New Employee Orientation (All Employees) – Aware of the potential anxiety associated with employees starting a new job, Impark's new employee orientation program meets two objectives: a) welcome employees to Impark and b) trains employees to practice



Impark's policy and procedure. The Human Resources and Training Department welcomes new employees with a small gift and a comprehensive overview of the company, its history, scope of services and presence across North America. Impark's Trainers discuss and instruct the new employee on all company policies and procedures, inform the new employee of job performance expectations, and criteria for performance appraisals, with a strong emphasis on the need for exceptional customer service and how the employee's job contributes to the overall performance of the organization. Included in the orientation are the essential materials the employee needs to be successful from the start: his schedule, uniform and contact directory.

"On the Job" Training (All Employees) - The Facility Manager or representative of Impark will provide a minimum of three days of on-the-job training. Additionally, Impark will provide further training for location employees as necessary.

Classroom Training Programs (All Employees) – Impark developed its own system, The Learning Spot, complete with programs, aids and other support tools to continuously refresh employees' on-the-job performance. All field employees receive regular training. While training involves ensuring that all staff are able to operate equipment and are familiar with Impark's systems and procedures, the majority of training centers around customer service. Our Customer Service, On the Spot Service, involves the employees completing an exercise to identify their own set of Customer Service Commitments. These commitments are agreed upon by all employees and the Training Department documents the commitments. These commitments are then incorporated into future refresher training programs and employee reward and recognition efforts.

This training takes the form of classroom-style presentations that include workbook and skill testing exercises, and also 'take-away' manuals that can be used for future reference.

### Manager Training

Impark's manager training program starts with an analysis completed in partnership with our corporate training department, the hiring manager and the new manager. Using Impark's Field Location Self Assessment instrument and feedback regarding the new manager's past work experience, the trainer and manager compare current operating practices against Impark's operating policy and procedure guide. Based on the completed assessment and the new manager's experience, the trainer and hiring manager create an action plan to ensure those operational items that need to be improved are tracked and completed within a predetermined timeframe. With the results of the assessment and a manager interview, the corporate training department assists the hiring manager with designing a tailored manager training program to ensure the manager completes those operational training lessons needed to successfully manage the facility.





## Performance Management System

Impark's performance management system is designed to help support the alignment between expectations and performance as well as provide an opportunity to document and manage goals that focus on employee development. The performance review form assists hiring managers with evaluating performance using behavioral criteria set for each of the company's values and provides guidance on how to identify and manage goals.

On-going performance reviews and developmental coaching of all employees is fundamental in our efforts to maintain the satisfaction, competence and overall effectiveness of our employees.

**Annual Salary Reviews (all employees)** - Salary reviews are conducted in conjunction with the annual performance reviews, however, salary increases are not limited to annual reviews. Increases are based on overall job performance, merit, and successful fulfillment of job requirements.

While formal performance and salary reviews are conducted on an annual basis, Impark also provides ongoing coaching and feedback to all employees. We believe recognizing and acknowledging good performance, encouraging employees to take on new challenges, and giving employees feedback on their strengths and developmental needs on a regular basis will develop and increase job performance, job satisfaction, and skills that benefit the employee, customer and organization.

- Incentive Programs - To enhance the motivation and satisfaction of all employees, Impark also offers a number of incentive programs, including:
- Bonus Plan based on company profitability
- On the Spot Employee Recognition Awards
- Tuition Reimbursement Plan
- Employee Service Awards

The Customer Commitments mentioned above are incorporated into specially designed reward and recognition program for field staff's participation.

## Professional Development

Impark offers its employees at all levels a complete program of professional development. In total, Impark runs eleven separate training programs for all types of employees, from entry-level through to management development training. These include specialist training for particular disciplines such as event parking and bookkeeper instruction.

## Measuring for Success

Impark realizes a key component to its ongoing training success is the systematic approach towards measuring for continuous improvement. To that end, Impark's



Training Department works with the Field Audit team to ensure key objectives are observed and documented during field audits. The results of those audits are shared with training with the specific purpose of identifying, developing and executing new or updated training solutions. Impark surveys its own employees on the quality of training they receive year to year to identify new training lessons that need to be incorporated into the overall program. Impark also surveys clients and customers consistently to gauge the current level of service and identify opportunities for improvement.

### Health Care Benefits

Impark provides eligible employees with a number of benefits designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help employees plan for retirement. In addition, the Company contributes to Social Security, Workers' Compensation and Unemployment Insurance, which cover all employees in the manner prescribed by law.

Full-time salaried and office employees are eligible for health benefits after 90 days employment. Hourly field employees are eligible for health benefits after 180 days employment.

A complete description of the applicable plan including employee contributions is provided to each eligible employee.

### Overview – Imparks “On the Spot” Training

Imparks growth and success is a result of providing first class service in all aspects of parking management. Our continued growth is reliant on having courteous, friendly staff members that display a positive attitude and are committed to providing top quality service to all of our clients and customers. When these guidelines are exhibited in the operations environment by an employee, the employee is put “On the SPOT” by his or her manager; the employee is acknowledged for his or her hard work and may be eligible for Impark incentive prizes.

The On the SPOT Service training program provides the guidelines for successfully delivering Imparks level of service. These seminars are given initially to acclimate the employees to these practices, and may be repeated in alternative formats going forward to reinforce these service practices.



### 3. Experience of Key Personnel

**impark**

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RFP 2008.12.01 - Parking Cashier Services  
City of Coral Gables

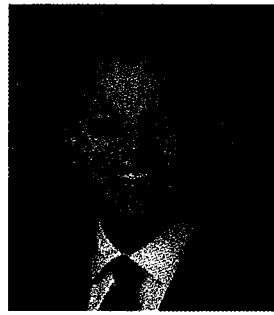




### 3. Experience of Key Personnel

Within this section, please read the bios of the key members of our proposed management team that will oversee our operations of the City of Miami Beach.

All of the management staff and senior personnel at Impark are committed to achieving the service and financial objectives of City of Miami Beach. Salvador Sanchez, our Assistant General Manager, will have daily involvement and oversight on the project, and will also participate in any of the operations meetings when desired by your staff or appropriate. Salvador, in turn, will report directly to Chester Escobar, our Miami General Manager, who will provide direction, guidance and resource support to Salvador and his staff. Additionally, senior management staffs, including auditors, are regularly in each city where we operate providing leadership and direction. This may include suggestions on operational improvements, marketing initiatives and client retention.



*Herbert W. Anderson, Jr., Vice Chairman and Chief Executive Officer*

As Impark's Vice Chairman and Chief Executive Officer, Herbert W. Anderson, Jr. directs the planning and execution of internal and external growth strategies while developing national client relationships throughout North America. He is responsible for ensuring the company meets its commitments to stakeholders and clients by leading targeted initiatives in the areas of finance, administration, business development and human resources.

With over twenty five years of experience in the parking industry, he has overseen parking and property management operations throughout the United States and Canada. Mr. Anderson is the Chairman Elect and an executive board member of the National Parking Association and is a member of the International Parking Institute, Urban Land Institute, and BOMA International. In addition, Mr. Anderson is a member of the Campaign Cabinet for the United Way of the Lower Mainland (BC), a member of the Fundraising Board for the BC Children's Hospital, on the BC Premier Leadership Council, on the Board of Directors of Coast Guard Auxiliary, BC, on the Board of Directors of First NBC Bank, and a member of the Board of Trade in Vancouver, BC.



*Christopher Johnson, Senior Vice President,  
Northeast US*

As Senior Vice President, Northeast U.S., Chris Johnson oversees all operations and marketing activities for Impark in Philadelphia, New York, New Jersey, Washington D.C. and Baltimore. With over twenty years experience in the parking industry, Chris has extensive experience managing multiple diverse markets, from New Orleans to Toronto. He is

responsible for ensuring existing portfolio's consistently meet key client objectives, while successfully developing new relationships and projects to support market share growth.

Mr. Johnson is currently a member of the National Parking Association, BOMA International and the International Parking Institute.



*Chester Escobar, General Manager, Miami*

Chester Escobar recently joined Impark to oversee all operations for the State of Florida. He began his career in the parking industry with the Miami Parking Authority (MPA) fresh out of high school. During his eight year tenure with MPA he held many management positions which gave him first hand knowledge of facilities management, parking enforcement, contract management, procurement, and special event coordination. During the previous two years he was the Assistant Parking Director for the City of Miami Beach where he oversaw all operations of parking enforcement, meter maintenance and collection, and special event coordination.

Chester Escobar holds a bachelors degree in Business Administration from Florida International University and is currently a Board Member for the Florida Parking Association.



## 4. Methodology and Approach

**impark**

Request for Proposal  
RFP 2008.12.01 - Parking Cashier Services  
City of Coral Gables





## 4. Methodology and Approach

### Operational Philosophy for the City of Coral Gables – Cashiers and Supervisors

#### Overview

Our approach to providing the City of Coral Gables Cashiers and Supervisors will have its basis on aggressive recruiting efforts, pre-employment screening, strong orientation program for all new employees, sound standard operating procedures, on-going audit program to minimize the City's exposure, and retaining all of our good employees with a comprehensive recognition program that accentuates the positive behavior among our team members. Our main goal is to provide the City with great customer service with proper controls to minimize any concerns of collusion.

#### Management and Operations

Impark will incorporate the City's SOP and augment specific duties of each Facility Group. Each Facility will have a customized SOP giving them special instructions and procedures to be followed. Within the first 30-days of the contract execution, Impark will submit an SOP for City's approval with an anticipated implementation date. Our Supervisor will be expected to fully inform their folks of any weekly events, special request, and/or exception to their SOP.

Our management team is made up of one Supervisor which will oversee all operations of this project and will serve as the City's prime contact for all operational issues. Our current infrastructure allows us to be able to screen and hire a large number of qualified personnel on a moments notice.

#### Recruitment Plan

Our plan to meet the proper staffing levels for the City will commence immediately an intent to award has been issued by the Commission. We will host an open house for current employees and new prospects to be able to apply for the contract. We will have a face to face interview with each candidate to make certain that we are hiring the best possible attendants for the City. We have examined the current contract in place and feel confident that agreement on contract terms will be immanent that we're willing to begin recruiting then. Our initial recruiting efforts may be done through numerous channels such as Newspapers, on-line listings, local church outreach centers, and our own candidate files of past applicants.

This task will be streamlined and made SIMPLE by using our very own recruiting solution which is TALEO (please see our following section dealing with recruiting for more in depth description). This Web-based program allows all recruiting methods (print, on-line, community centers) to be directed to one specific on-line address to apply on-line. Prior to submitting their resume and application, which will be customized



for this project only, the applicant will be required to take an aptitude and skills test. These tests will serve as a large filter to weed out the candidates that BEST meet the minimum requirements for the City of Coral Gables. We will then set up interviews in our Brickell Office to make final selections. This streamline method allows for optimal efficiency in our efforts.

During our due diligence for this proposal response, we have identified all Cashiers and Supervisor shifts needed for this project. We feel very comfortable that we'll meet and exceed the City's staffing needs. There is also the large possibility that many of the incumbent staff will wish to stay on with us. This is typical for large labor contracts which change operators, but not necessarily our main source of personnel. Our standards will be more demanding than those of the current operator which will have us rejecting applicants currently employed by the incumbent.

#### **Employee Retention**

We strongly believe that our biggest asset is our people. They will become our first and last impression to everyone visiting your City. To that end, we will implement an "On-The-Spot" reward program where we continuously look for employees that are doing a great job and reward their efforts with a card which they can then redeem for prizes. We have learned that as small as a gift may seem to us, it goes a long way in giving our employees the motivation needed to continue with positive behavior.

These cards describe to the employee what behavior they were recognized for doing right, can be used to buy products from a contract-specific catalog. In addition to these "You were placed on-the-spot" cards, all employees are invited to attend our Miami Branch monthly regional meetings where we celebrate the previous month's birthdays, recognize the regional employee of the month, and disseminate all corporate efforts.

Finally, the most effective retention tool is a well organized orientation program complete with all the proper information needed by the employee to be successful. Orientation meetings will be held once a month at our regional office.

#### **Excellent Customer Service**

World Class service should be demanded by the City for the operator it chooses. We strongly believe that excellent customer service is attained by constant and proper training. Having all your employees JUST attend an annual or semi-annual "customer service" training class without any on-the-field follow up is a waste of time and useless. Our training program has its strength in the on-the-field training.

Our plan actually takes the material that we introduced in the classroom and places it back on their radar through a weekly reminder card. This simple idea creates a rapport between Cashiers, Supervisors, Client, and Management and places all of our efforts and focus in one specific goal. This is an effective tool offered by our "On-the-Spot" training modules.



## Addressing Unique Needs

We would like to implement a weekly operational meeting with our Supervisor and your Parking Manager. Our goal with this weekly facility meeting is to make our frontline employees aware of any unique needs to be handled by our employees. We feel that our approach and methodology in handling the day-to-day operations is our strength, where we have left no stone unturned, allows us the ability to handle exceptions fairly easily and without much modification to our SOP.

## Responding to Complaints

Impark will initiate the use of incident forms that capture any complaints and corresponding routing procedure. We will promote a culture where a complaint will not be hidden in fear of negative consequences, but rather seen as an opportunity for our team to learn and improve operations.

## Evaluating Customer Satisfaction

We propose that we place comment cards throughout our facilities and upon exits to promote feedback. When we catch someone doing something right we want to recognize it. When we find an employee that has used improper procedure to handle a specific situation, we want to handle it immediately and make certain that we bring this employee back in line with our expectations.

Another effort that we will deploy as your operator will be unbiased third party shopper or secret shoppers that will be tasked with testing our SOP's and customer service performance on-the-field and report back to us with their comments. This will be available online to be reviewed by our staff and City's staff alike.

## Parker Pete – Motorist Assistance

As part of our proposal to the City, we will implement our signature Parker Pete program. This program has received great marks from our customer in the City of Miami Beach and we expect the same at the City of Coral Gables. Your residents, visitors, and business should expect the best possible service when parking at one of the City's Parking garages.

Here's how it works - In every of the City's facility, we will display a sign at the entrance that notifies patrons that this particular facility is covered by our Parker Pete program. It will instruct them to call our 1-877 number if they have a problem with their battery, tire inflation, flat tire, or if they have locked their keys inside their car. All of these services will be performed by our Supervisor (tire inflation/jump start) or a certified contractor (flat tire/lock outs) free of charge to the patron. For your patrons this makes all the world of difference in deciding where to park.

**City of Coral Gables  
Transition Times**

Weeks	Responsibility
T-5	<b>Upon Award of Contract</b> <ul style="list-style-type: none"> <li>Assemble implementation team</li> <li>Meet with City of Coral Gables Staff ("CCG") and determine take over date</li> <li>Prepare plan including travel arrangements &amp; assignment of responsibilities</li> <li>Place Uniform order by size estimates</li> <li>Finalize negotiation of contract documents</li> <li>Study &amp; summarize existing operating procedures</li> <li>Obtain approval on Final Uniform options.</li> </ul>
T-4	<b>Transition minus 4 weeks</b> <ul style="list-style-type: none"> <li>Develop list of positions to be filled and implement recruitment</li> <li>Accept resumes and applications from existing parkin staff</li> <li>Commence preparation of Standard Operating Procedures (S.O.P.s)</li> <li>Meet with CCG Staff regarding employees (feedback)</li> <li>Interview all pending positions</li> <li>Obtain business's telephone/ printing etc.</li> <li>Order Uniforms</li> <li>Begin work on New Employee Orientation Training</li> </ul>
T-3	<b>Transition minus 3 weeks</b> <ul style="list-style-type: none"> <li>Interview existing employees who have submitted resumes</li> <li>Meet with CCG Staff for a drive tour of facilities with Impact's Senior Project Mgr</li> <li>Interview short list of Supervisor and key final selection</li> <li>Conduct hiring rallies at our regional offices after gathering candidates on Taleo</li> <li>Attend CCG parking department staff meeting to get re-acquainted with entire staff.</li> <li>Order Signage for Parker Pete Amenity Program.</li> </ul>
T-2	<b>Transition Minus 2 weeks</b> <ul style="list-style-type: none"> <li>Conduct orientation workshop with HR team</li> <li>Allow the Supervisor to lead all hiring and recruiting</li> <li>Determine staffing over now needs for the first six months after start.</li> <li>Commence preliminary staff training</li> <li>Present start up staff levels for CCG Staff Approval</li> <li>Conduct Supervisor &amp; Assembler Training</li> </ul>
T-1	<b>Transition minus 1 week</b> <ul style="list-style-type: none"> <li>Full Orientation training schedule for all employees</li> <li>Issue a Uniforms and final Facility Schedules</li> <li>Conduct Current staff interviews and make final selections on last openings.</li> <li>Meet with CCG Staff and Standard to coordinate transition.</li> </ul>
T-1	<b>Transition</b> <ul style="list-style-type: none"> <li>Commence operation under Impact supervision</li> <li>All transition team on deck for first couple of weeks</li> <li>Commence review of operations for recommendations</li> <li>Commence audit review</li> <li>Field staff assessment &amp; field training</li> <li>Commence weekly meetings with CCG Staff</li> <li>Commence revenue collection/banking process</li> </ul>
T+2	<b>Transition +14 Days</b> <ul style="list-style-type: none"> <li>Completion of audit &amp; revenue security review – Implementation of SOP with any modifications</li> <li>Field staff assessment &amp; field training</li> </ul>
T+2	<b>Transition +30 Days</b> <ul style="list-style-type: none"> <li>Review of field staff performance – correction/replacement/ hiring process</li> <li>Review of Supervisor performance</li> </ul>
T+4	<b>Transition +45 days</b> <ul style="list-style-type: none"> <li>Present report card at 45 days making adjustments necessary</li> <li>Commencement of monthly Operational review meetings with CCG Staff</li> </ul>
T+6	<b>Transition +60 Days</b> <ul style="list-style-type: none"> <li>Initiate/ Seek approval for Secret Shopper program</li> <li>Performance review of Supervisor</li> </ul>
T+8	<b>Transition +90 days</b> <ul style="list-style-type: none"> <li>Present 90 day status report to City Staff</li> </ul>
T+12	<b>PRIOR TO TAKE-OVER DATE</b> <b>AFTER TAKE OVER</b>



5. Hourly  
Billing Rate

## 5. Hourly Billing Rate

**impark**

Request for Proposal  
RFP 2008.12.01 - Parking Cashier Services  
City of Coral Gables





## 5. Hourly Billing

### Proposed Fee Structure

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Please note that our proposed hourly fee schedule is all inclusive and covers all costs associated with providing the City of Coral Gables Cashiers, Custodians, and Supervisors as outlined your RFP # 2008.12.01.

Our Schedule of fees is as follows:

- Cashier Hourly Rate: \$14.28
- Custodian Hourly Rate: \$14.28
- Supervisor Hourly Rate: \$17.53

We fully understand the scope of service and affirm that our fee schedule above complies with City of Coral Gables minimum wage requirements, as stipulated in section 5.2 of the RFP.



## 6. Past Performance/References

**impark**

Request for Proposal  
RFP 2008.12.01 - Parking Cashier Services  
City of Coral Gables





## 6. Past Performance/References

### Espirito Santo Plaza, Miami, FL

Espirito Santo Plaza is a high profile AAA class office building that includes a retail component as well as a Conrad Hotel. The garage is a connected facility and serves both the needs of the building itself and other downtown Miami parking demand. Impark operates the garage and a substantial first class valet operation for the Conrad. The garage is a 981 space facility located just off Brickell Avenue in Downtown Miami. Impark operates and maintains all of the FEDERAL APD revenue control equipment at the facility. Impark has managed the facilities since December, 2003 and generates revenues of \$1,200,000.00 annually.



Mr. Joey Senker  
Vice President of Operations  
Estoril, Inc.  
(305) 371-3500

### 520 Collins Avenue, Miami, FL

520 Collins Avenue is the most visible commercial site on South Beach. Situated in the intersection of 5th street and Collins Ave, it serves as a welcome beacon to all visitors to the Great City of Miami Beach. This project is made up of two lower levels of prime retail space and three floors of parking which make up 225 spaces. The facility is completely automated with a pay on foot machine at the pedestrian exit of the facility. Tenants have validators at their stores to allow guests the benefits of validated parking. These validations are handled directly by our equipment without any cashier interface. Impark operates and maintains all of the FEDERAL APD revenue control equipment at the facility. This facility is opened seven days a week, twenty-four (24) hours per day. Impark has been managing this facility since December, 2003 and generates revenues of \$965,000.00 annually.



Ms. Margarita Lagani  
Rabina Properties  
(917) 722-4400





## Miller Park (Milwaukee Brewers), Milwaukee, WI

Impark Parking assumed operations of a 12,600-stall facility the home of the Milwaukee Brewers in 2003. The facilities serving parking for the baseball season and off-season events held at Miller Park. Imperial Parking holds a 10-year lease agreement with the Brewers. Impark employs over 200 associates during the baseball season to ensure the highest level of customer service is provided.



Mr. Bob Quinn  
Vice President, Operations  
Milwaukee Brewers  
(414) 902-4442

## Fraser Health, Surrey, BC

A multi hospital campus serving the needs of the Surrey, BC community. The complex has 17 surface and garage parking facilities comprised of surface metered, garage attended, and monthly only lots servicing 12 acute care facilities (approx. 2,000 beds) employing 21,000 staff and an operating budget of \$1.8 billion. The total capacity of these facilities is 1,589 parking spaces.



Mr. Geoff Roberts  
Fraser Health  
(604) 587-3704



## City of Kelowna, Kelowna, BC

City of Kelowna has metered lots that offer hourly, daily, and monthly parking. These parking facilities offer unlimited in and out privileges based upon availability. Impark provides attendants, cashiers and supervisors to these facilities and ensure the highest standards of customer service are achieved on a daily basis.

Mr. Stuart Evans  
City of Kelowna  
(250) 469-8710



## City of Miami Beach, Miami Beach, FL

Impark currently holds the contract for the City of Miami Beach's parking facilities. This includes over 20 locations made up of 6 parking garages and approximately 14 surface lots with over 5,200 parking spaces. We supply the City with a workforce of over 40 Supervisors and 80 cashiers. During special events, our roster grows to well over 200. Our cashiers and supervisors collect in excess of \$11 Million dollars for the City on an annual basis. The majority of the City's garages are automated and they operate on a 24/7 basis. We were awarded this contract on August 2008 and have implemented all services promised to the City within weeks of our take over.

Mr. Chuck Adams  
City of Miami Beach  
(305)673-7505





## 7. Required Forms

7. Required  
Forms

# impark

Request for Proposal  
RFP 2008.12.01 - Parking Cashier Services  
City of Coral Gables



### **1.18 SCHEDULE OF EVENTS**

Proposal Advertisement	Monday, December 1, 2008
Deadline for Written Questions:	5:00 PM, Thursday, December 11, 2008
Response to Proposers:	5:00 PM, Thursday, December 18, 2008
Proposal Opening:	2:00 PM, Thursday, January 8, 2009 Procurement Division 2800 SW 72 <sup>nd</sup> Avenue Miami, Florida
Selected proposers will be contacted to schedule a Twenty (20) minute presentation including Q&A	Wednesday, January 14, 2009
Presentation to the Selection Committee	10:00 AM, Friday, January 16, 2009 Procurement Division 2800 SW 72 <sup>nd</sup> Avenue Miami, Florida

---

We/I, the undersigned, do hereby state that we/I have read and understood the Instructions to Proposers.

SIGNED:

  
Bryan L. Wallner  
Please type or Print Name:

TITLE: President & COO

COMPANY: Imperial Parking (U.S.), Inc. d/b/a Impark DATE: January 14, 2009



**City of Miami**

POST THIS DOCUMENT IN A CONSPICUOUS PLACE.  
NOT TRANSFERRABLE OR VALID AT ANOTHER ADDRESS  
UNLESS APPROVED BY THE FINANCE DEPARTMENT,  
CITY OF MIAMI 444 S.W.2 AVE 6<sup>TH</sup> FLOOR, MIAMI, FL 33130,  
PHONE (305)416-1918.

**THIS IS NOT A BILL  
DO NOT PAY**

**EFFECTIVE YEAR OCT. 1, 2008 THRU SEP. 30, 2009**

**RECEIPT FOR IMPERIAL PARKING INC US**

ISSUED OCT 16, 2008 TOTAL FEE PAID \$125.00

ACCOUNT NUMBER 453637-00651809

RECEIPT NUMBER 183939-0002

NAME OF BUSINESS IMPERIAL PARKING INC US  
LOCATION 1395 BRICKELL AV #650

IS HEREBY IN COMPLIANCE  
TO ENGAGE IN OR MANAGE  
THE OPERATION OF:

ADMINISTRATIVE OFFICE

DIANA M. GOMEZ  
Finance Director

**2009**

This issuance of a business tax receipt does not permit the holder to violate any zoning laws of the City nor does it exempt the holder from any license or permits that may be required by law.  
This document does not constitute a certification that the holder is qualified to engage in the business, profession or occupation specified herein. The document indicates payment of the business tax receipt only.

MIAMI-DADE COUNTY 2008 LOCAL BUSINESS TAX RECEIPT

2009

MIAMI-DADE COUNTY, STATE OF FLORIDA  
1401 FLAGLER ST.  
14TH FLOOR  
MIAMI, FL 33130

EXPIRES SEPT 30, 2009  
MUST BE DISPLAYED AT PLACE OF BUSINESS  
PURSUANT TO COUNTY CODE CHAPTER 8A-ART 9 & 10

FIRST-CLASS  
U.S. POSTAGE  
PAID  
MIAMI, FL  
PERMIT NO. 231

THIS IS NOT A BILL-DO NOT PAY

**RENEWAL**

RECEIPT NO.

643391-7

650

OWNER  
IMPERIAL PARKING US INC

Sec. Type of Business

207 ADMIN OFFICE/OPERATION CTR

EMPLOYEE/S  
5

THIS IS ONLY A LOCAL  
BUSINESS TAX RECEIPT. IT  
DOES NOT PERMIT THE  
HOLDER TO VIOLATE ANY  
EXISTING OR REGULATORY  
ORDONNING LAWS OF THE  
COUNTY OR CITIES NOR  
DOES IT EXEMPT THE  
HOLDER FROM ANY OTHER  
PERMIT OR RECEIPT  
REQUIRED BY LAW. THIS IS  
NOT A CERTIFICATE OF  
THE HOLDER'S QUALIFICA-  
TION

DO NOT FORWARD

IMPERIAL PARKING US INC  
HERB ANDERSON PRES  
1395 BRICKELL AVE 650  
MIAMI FL 33131

PAYMENT RECEIVED  
MIAMI-DADE COUNTY TAX  
COLLECTOR.

07/15/2008  
6007000390  
000045.00

SEE OTHER SIDE

# NON-COLLUSION AFFIDAVIT

## PROVINCE

State of British Columbia

)ss.

CITY  
County of Vancouver)

Bryan L. Wallner

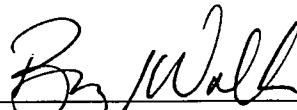
deposes

and says that:

being first duly sworn,

- (1) Affiant is the President & COO,  
(Owner, Partner, Officer, Representative or Agent) of  
Imperial Parking (U.S.), Inc. dba Impark the Proposer that has submitted the attached Proposal;
- (2) Affiant is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or firm, or person to submit a collusive or sham Proposal in connection with the work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed:



Title: President & COO

Notary Public

Name: Bryan Wallner

Date: January 14, 2009

Company: Imperial Parking (U.S.), Inc.. dba Impark

PROVINCE OF BRITISH COLUMBIA, CITY OF VANCOUVER.

PERSONALLY APPEARED BEFORE ME, the undersigned authority BRIAN *BRYAN adas*  
WALLNER who, after being sworn by me, affixed signature in the space provided above  
on this 14<sup>th</sup> day of January, 2009.

Aly A. Sherk  
Notary Public

**CITY OF CORAL GABLES  
AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A  
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to City of Coral Gables  
(print name of public entity)

by Bryan L. Wallner  
(print individual's name and title)

for Imperial Parking (U.S.) Inc. d/b/a Impark  
(print name of entity submitting sworn statement)

whose business address is: 601 W. Cordova St. Suite 300  
Vancouver, BC V6B 1G1

and (if applicable) its Federal Employer Identification Number (FEIN) is 41-1640707  
(If the entity has not FEIN, include Social Security Number of the individual signing this sworn statement:

\_\_\_\_\_.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

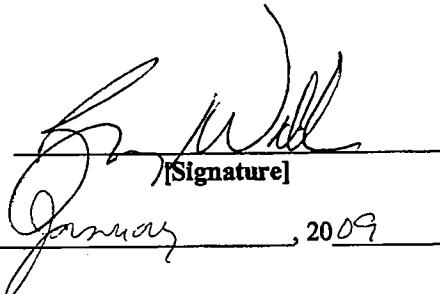
The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

**CITY OF CORAL GABLES  
AMERICANS WITH DISABILITIES ACT (ADA)  
DISABILITY NONDISCRIMINATION STATEMENT**

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631



[Signature]

Sworn to and subscribed before me this 14<sup>th</sup> day of January, 2009

Personally known Bryan L. Wallner, President + COO

or produced identification:

[Type of Identification]

Province British Columbia  
Notary Public, State of British Columbia  
My Commission Expires not applicable

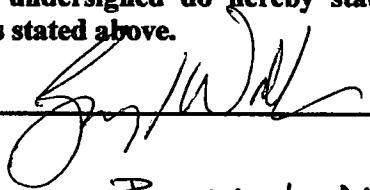


[Printed, typed or stamped  
commissioned name of  
Notary Public]

Filing Fees; Within three (3) business days after filing the written protest, the protestor must submit to the City Clerk a filing fee in the form of Money Order or Cashier's Check payable to the City of Coral Gables, in an amount equal to one percent of the amount of the bid or proposed contract, or \$1,000.00 whichever is less.

- Complete chapter on Formal Solicitations Protest Procedures on page # 30

We/I, the undersigned do hereby state that we/I have read and understand all the General Conditions stated above.

SIGNED:  TITLE: President & COO  
Bryan L. Wallner  
Please type or Print Name:

COMPANY: Imperial Parking U.S., Inc. DATE: January 14, 2009  
dba Impark

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Coral Gables  
[print name of the public entity]

by Bryan L. Wallner  
[print individual's name and title]

for Imperial Parking (U.S.) Inc. d/b/a Impark  
[print name of entity submitting sworn statement]

whose business address is

601 W.Cordova St. Suite 300  
Vancouver, BC V6B 1G1

and (if applicable) its Federal Employer Identification Number (FEIN) is 41-1640707

If the entity has no FEIN, include the Social Security Number of the individual signing this

sworn statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a *prima facie* case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into

a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



[signature]

Sworn to and subscribed before me this 14<sup>th</sup> day of January, 2009.

Personally known BRYAN WALLNER

OR Produced identification \_\_\_\_\_

\_\_\_\_\_  
(Type of identification)

Aly A Shoker  
Notary Public - State of Province of British Columbia  
My commission expires Not applicable

\_\_\_\_\_  
(Printed, typed, or stamped  
commissioned name of notary public)

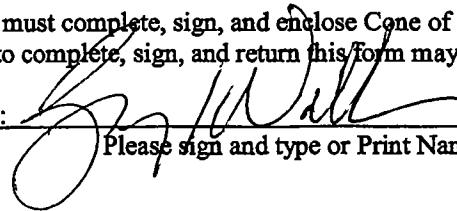
(2) *Termination*: Except as otherwise provided herein, the cone of silence shall terminate at the time of the city manager's approval of the award, or the city manager's written recommendation to the city commission, as may be applicable, is received by the city clerk, or at such time that bids or proposals are rejected by the city commission or the city manager; provided, however, that if the commission refers the city manager's recommendation back to the city manager or staff for further review, the cone of silence shall be re-imposed until such time as the city manager's subsequent written recommendation is received by the city clerk.

(h) *Penalties*: Violation of the cone of silence by a particular bidder or offeror shall render any award to said person voidable by the city commission. In addition to any other penalty provided by law, violation of any provision of this article by a city employee shall subject said employee to disciplinary action up to and including dismissal. Any person who violates a provision of this ordinance shall be prohibited from serving on a city competitive selection or evaluation committee unless such appointment is approved by a four-fifths vote of the city commission. A violation of this section by a particular bidder, offeror, lobbyist, or consultant shall subject such person or persons to potential debarment pursuant to the provisions of this chapter.

---

Proposer must complete, sign, and enclose Cone of Silence document, to ensure the proper intent to comply. Failures to complete, sign, and return this form may disqualify your response.

SIGNED:



Please sign and type or Print Name:

TITLE: President & COO

COMPANY:

Imperial Parking (U.S.), Inc. DATE: January 14, 2009  
dba Impacte

lobbyist has been engaged to lobby. A statement shall be filed even if there have been no expenditures during the reporting period.

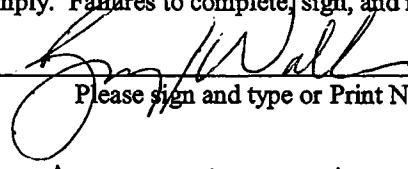
(2) The city clerk shall keep a current list of registered lobbyists and the reports required under this section which shall be open to the public for inspection.

(e) *Investigation of violations and penalties.* The office of the city clerk shall submit a report to the city attorney and city commission as to those lobbyists who have failed to comply with the registration and/or the annual filing requirement of this section. The office of the city attorney shall investigate any person engaged in lobbying activities which is reported to be in violation of the registration or reporting requirements. A report of the city attorney's findings shall be provided to the city commission and to the alleged violator. If the city commission finds that a person is in violation of this section, that person may be reprimanded, suspended or prohibited from lobbying before the city commission, a city board, a city committee, or members thereof, city manager or city staff for a period not to exceed two years.

---

Proposer must complete, sign, and enclose Conflict of Interest and Code of Ethics documents, to ensure the proper intent to comply. Failures to complete, sign, and return this form may disqualify your response.

SIGNED:



Please sign and type or Print Name:

TITLE: President & COO

COMPANY:

Imperial Parking (U.S.) Inc. DATE: January 14 2009  
dba Impark

## FORMAL SOLICITATIONS PROTESTS

(a) *Right to protest on formal solicitations:* The following procedures shall be used for resolution of protested formal solicitations and awards.

(b) *Protest of solicitations:* Any actual or prospective bidder or offeror who perceives itself aggrieved in connection with the solicitation of a contract may file a written protest with the city clerk within five business days prior to the date set for opening of bids or receipt of proposals.

(c) *Protest of award:* Any actual bidder or offeror who perceives itself aggrieved in connection with the recommended award of a contract may file a written protest with the city clerk. The protest shall be filed within three business days after such aggrieved person knows or should have known of the facts giving rise thereto.

(d) *Authority to resolve protests:* The chief procurement officer, after consultation with the city attorney, shall issue a written decision within ten days after receipt of the protest. Said decision shall be sent to the city manager with a copy to the protesting party. The city manager may then either resolve the protest or reject all proposals. The decision shall be sent to the city commission. Any aggrieved person may appeal the decision of the city manager to award a solicitation or bid within five days of issuance of a written decision. Upon appeal of the decision of the city manager, the decision shall be submitted to the city commission for approval or disapproval thereof.

(e) *Stay of procurements during protests:* Upon receipt of a written protest filed pursuant to the requirements of this section, the city shall not proceed further with the solicitation or with the award of the contract until the protest is resolved by the city as provided in subsection (d) above, unless the city manager, after consultation with the head of the using department and city attorney, makes a written determination that the solicitation process or the contract award must be continued without delay in order to protect substantial interests of the city.

(f) *Filing fee:* Within three business days after filing the written protest, the protestor must submit to the city clerk a filing fee in the form of a money order or cashier's check, payable to the city, in an amount equal to one percent of the amount of the bid or proposed contract, or \$1,000.00, whichever is less. The filing fee shall guarantee the payment of all costs which may be adjudged against the protestor in any administrative or court proceeding. If the protest is denied, the filing fee shall be forfeited to the city in lieu of payment of costs for the administrative proceedings. If the protest is upheld by the city, the filing fee shall be refunded to the protestor.

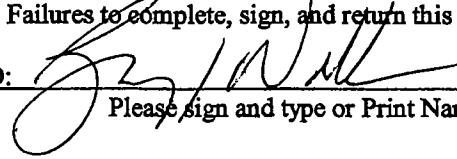
(g) *Entitlement to costs:* In addition to any other relief, when a protest is sustained and the protesting bidder or offeror should have been awarded the contract under the solicitation but is not, then the protesting bidder or offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorney's fees.

(h) *Compliance with filing requirements:* Failure of a party to file the protest or submit the filing fee on a timely basis shall constitute a forfeiture of such party's right to file a protest pursuant to this section. The protesting party shall not be entitled to seek judicial relief without first having followed the procedures set forth in this section.

---

Proposer must complete, sign, and enclose Formal Solicitations Protest documents, to ensure the proper intent to comply. Failures to complete, sign, and return this form may disqualify your response.

SIGNED:



Please sign and type or Print Name:

TITLE:

President & CEO

COMPANY: Imperial Parking (U.S.), Inc. DATE: January 14, 2009.  
Imperial

## VENDOR BACKGROUND INFORMATION

DATE: 1/8/09

1. Legal Name of Company: Imperial Parking (U.S.) Inc d/b/a Impark
2. Doing Business as: Impark
3. Name of Owner: Corporation
4. Street Address: 1395 Brickell Ave. #650  
City Miami, State: FL Zip: 33131
5. Remittance Address: Same as Above  
City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_
6. Telephone: (305) 579-0089 7. Fax: (305) 579-0074
8. Contact Person: Chester Escobar Title: General Manager
9. Type of Organization: (circle one)  
A: Private for Profit  D: Corporation  
B: Private-Non-Profit  E: Partnership  
C: Association  F: Sole Proprietorship
10. Primary Business Classification:  
A: Prime Contractor D: Sub-Contractor  
B: Wholesaler E: Manufacturer  
C: Retailer  F: Services
11. Years Company has been engaged in current business: 48 yrs.
12. Principal Officers:  
A: Chief Executive Officer: Herbert Anderson, Jr.  
B: Chief Financial Officer: Allan Copping  
C: General Manager: Chester Escobar
13. Are any of the principals of this company employed by the City of Coral Gables? If so, please enter:  
Name N/A  
Social Security # \_\_\_\_\_
14. List current licenses held: City of Miami - Miami-Dade-County  
A: State of Florida 23-8012398837-8  
B: Dade County Occupational License 643791-7  
C: City of Coral Gables Municipal License N/A  
D: Other City of Miami - 453637-00651809 - 103939-0002
15. Federal Employer ID # 41-1640707

16. List commodities you will supply the City, (submit a line sheet if needed)

No Commodities.

Parking Cashiers, Custodians, & Supervisors.

This questionnaire is to be submitted to the City of Coral Gables Procurement Division by the Proposer, along with the Proposal being submitted for the goods and/or services required by the City of Coral Gables. Do not leave any questions unanswered. When the question does not apply, write the word(s) "None", or "Not Applicable", as appropriate. Failure to complete this form, when applicable, may disqualify Proposal.

#### LICENSES

17. County or Municipal Occupational License Number (attach a copy):

643791-7

18. Occupational License Classification:

207 Adm. Offices/ Ops. Center

19. License Expiration Date:

Sept. 30, 2009

20. State License Number (attach a copy):

F02000000365

#### INSURANCE

21. Name of Insurance Carrier:

Federal Insurance Company

Commercial General Coverage Liability

See Attached Limits

March 1, 2008 - March 1, 2009

Willis of Canada, Inc.

(604) 605-3654

Agent(s) telephone including area code:

#### EXPERIENCE

26. Number of years your organization has been in business:

48 years

27. Number of years experience your organization has been in operations for the type of service required by the specifications of the Proposal:

20 years

28. Experience Record: List past and/or present contracts, work, jobs, that PROPOSER has performed of a type similar to what is required by specifications of the City's Proposal:

#### FIRM NAME/ADDRESS

See Reference

#### DATE OF JOB

Section

#### DESCRIPTION OF JOB

29. References: List references that may be contacted to ascertain experience and ability of Proposer:

NAME/FIRM	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
<u>See Reference Section</u>			

30. PROVIDE ANY ADDITIONAL INFORMATION AS TO QUALIFICATIONS AND/OR EXPERIENCE, ATTACH DOCUMENTATION TO THIS FORM:

Signed: Bryan Wallen

Title: President & COO

Type Name: Imperial Parking (U.S.) Inc.  
dba Impark

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Company Owner

PROVINCE  
STATE OF BRITISH COLUMBIA

COUNTY OF VANCOUVER

PERSONALLY APPEARED BEFORE ME, the undersigned authority BRYAN WALLEN  
(Name of individual signing)

who, after being sworn by me, affixed signature in the space provided above on this

14/1

date of

January

, 2009

commission expires:  
not applicable

Aly O. Maitz

Notary Public

**CERTIFIED RESOLUTION**

**PLEASE REFER  
TO CERTIFICATE  
OF INCUMBENCY**

I, \_\_\_\_\_, duly elected Secretary of \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_, do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of said corporation at a meeting held in accordance with law and the by-laws of said corporation.

**IT IS HEREBY RESOLVED** that \_\_\_\_\_ (insert name), the duly elected \_\_\_\_\_ (insert title of officer) of \_\_\_\_\_ submit a Proposal and Bid Bond, if such bond is required, to the City of Coral Gables and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Proposal, Bid Bond and other such instruments signed shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Coral Gables shall be fully protected in relying on such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the names, titles and official signatures of those persons authorized to act by the foregoing resolution.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of said corporation this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(SEAL) By: \_\_\_\_\_, Secretary

\_\_\_\_\_  
Name of Corporation

**NOTE:**

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Coral Gables that the person signing the Proposal and Bid Bond for the corporation has been properly empowered by the corporation to do so in its behalf.

Signed, sealed and deliver  
in the presence of:

\_\_\_\_\_  
Witness By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Witness \_\_\_\_\_  
(Print Name)

## CERTIFICATE OF INCUMBENCY

I, Alex A. Shorten, Secretary of Imperial Parking (U.S.), Inc., a corporation organized under the laws of the state of Delaware (hereinafter referred to as the "Corporation") do hereby certify that as of the date hereof, Bryan L. Wallner holds the office of President & COO of the Corporation and, pursuant to Section 7 of the Corporation's Bylaws, has the power and authority to execute any and all documents (including, without limitation, contracts and certificates) on behalf of the Corporation and to bind the Corporation to perform in accordance with the terms thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Corporation this 14<sup>th</sup> day of January, 2009.

  
\_\_\_\_\_  
Alex A. Shorten  
Secretary

Corporate Seal

FOREIGN (NON-FLORIDA) CORPORATIONS MUST COMPLETE THIS FORM

DEPARTMENT OF STATE CORPORATE CHARTER NO. FO2000000365

If your corporation is exempt from the requirements Section 607.1501, Florida Statutes, **YOU MUST CHECK BELOW** the reason(s) for the exemption. Please contact the Department of State, Division of Corporations at (904) 488-9000 for assistance with corporate registration or exemptions.

607.1501 Authority of foreign corporation to transact business required.

- (1) A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.
- (2) The following activities, among others, do not constitute transacting business within the meaning of subsection (1):
  - (a) Maintaining, defending, or settling any proceeding.
  - (b) Holding meetings of the board of directors or shareholders or carrying on other activities concerning internal corporate affairs.
  - (c) Maintaining bank accounts.
  - (d) Maintaining officers or agencies for the transfer, exchange, and registration of the corporation's own securities or maintaining trustees or depositories with respect to those securities.
  - (e) Selling through independent contractors.
  - (f) Soliciting or obtaining orders, whether by mail or through employees, agents, or otherwise, if the orders require acceptance outside this state before they become contracts.
  - (g) Creating or acquiring indebtedness, mortgages, and security interests in real or personal property.
  - (h) Securing or collecting debts or enforcing mortgages and security interests in property securing the debts.
  - (i) Transacting business in interstate commerce.
  - (j) Conducting an isolated transaction that is completed within 30 days and that is not one in the course of repeated transactions of a like nature.
  - (k) Owning and controlling a subsidiary corporation incorporated in or transacting business within this state or voting the stock of any corporation which it has lawfully acquired.
  - (l) Owning a limited partnership interest in a limited partnership that is doing business within this state, unless such limited partner manages or controls the partnership or exercises the powers and duties of a general partner.
  - (m) Owning, without more, real or personal property.
- (3) The list of activities in subsection (2) is not exhaustive.
- (4) This section has no application to the question of whether any foreign corporation is subject to service of process and suit in this state under any law of this state.

Please check one of the following if your firm is NOT a corporation:

(I)  Partnership, Joint Venture, Estate or Trust  
(II)  Sole Proprietorship or Self Employed

**NOTE:** This sheet MUST be enclosed with your Proposal if you claim an exemption or have checked I or II above. If you do not check I or II above, your firm will be considered a corporation and subject to all requirements listed herein.

Imperial Parking (U.S.) Inc. d/b/a Impark  
PROPOSER'S CORRECT LEGAL NAME  
  
SIGNATURE OF AUTHORIZED AGENT OR PROPOSER

# Delaware

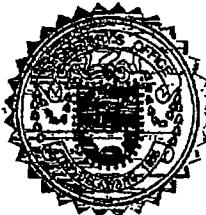
*The First State*

02 JAN 23 PM 12:50  
FILED  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA  
PAGE 1

I, HARRIET SMITH WINDSOR, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "IMPERIAL PARKING (U.S.), INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTY-SECOND DAY OF JANUARY, A.D. 2002.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL REPORTS HAVE BEEN FILED TO DATE.

AND I DO HEREBY FURTHER CERTIFY THAT THE FRANCHISE TAXES HAVE BEEN PAID TO DATE.



*Harriet Smith Windsor*  
Harriet Smith Windsor, Secretary of State

2193812 8300

AUTHENTICATION: 1570812

020041105

DATE: 01-22-02

## CITY OF CORAL GABLES

### PROPOSER QUALIFICATIONS STATEMENT

This questionnaire is to be submitted to the City of Coral Gables Procurement Division by the Proposer, along with the Proposal being submitted for the goods and/or services required by the City of Coral Gables. Do not leave any questions unanswered. When the question does not apply, write the word(s) "None" or "Not Applicable", as appropriate. Failure to complete this form, when applicable, may disqualify Proposal.

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

#### CIRCLE ONE

SUBMITTED BY: Imperial Parking (U.S.) Inc.

NAME: Chester Escobar

ADDRESS: 1395 Brickell Ave. #650  
Miami, FL 33131

TELEPHONE NO. (305) 579-0089

FAX NO. (305) 579-0034

Corporation  
 Partnership  
 Individual  
 Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name in which business is transacted and the address of the place of business.

The name of the Proposer is: Imperial Parking (U.S.) Inc. d/b/a Impark

The address of the principal place of business is: 1395 Brickell Ave. #650  
Miami, FL 33131

2. If Proposer is a corporation, answer the following:

a. Date of Incorporation: 1-22-2002

b. State of Incorporation: Delaware

c. President's: Herbert Anderson, Jr., CEO

d. Vice President's: Bryan Wallner, President

e. Secretary: \_\_\_\_\_

f. Treasurer: Allan Copping, CFO

g. Name and address of Resident Agent:

CT Corporations System

1200 South Pine Island Rd.

Plantation, FL 33324

3. If Proposer is an individual or a partnership, answer the following:

a. Date of organization: N/A

b. Name, address and ownership units of all partners:

c. State whether general or limited partnership: \_\_\_\_\_

4. If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If Proposer is operating under a fictitious name, submit evidence of compliance with Florida Fictitious Name Statute.

6. How many years has organization been in business under present business name?

6 years

a. Under what other former names has organization operated?

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7. Indicate registration, license numbers or certificate numbers for the business or professions which are the subject of this Proposal. Please attach certificate of competency and/or state registration.

City of Miami & Miami Dade County  
licenses

8. Have you personally inspected the site of the proposed work?

(Y)  (N) \_\_\_\_\_

9. Do you have a complete set of documents, including drawings and addenda?

(Y)  (N) \_\_\_\_\_

10. Did you attend the Pre-Proposal Conference if any such conference was held?

(Y) \_\_\_\_\_ (N) \_\_\_\_\_ None Held

11. Have you ever failed to complete any work awarded to you? If so, state when, where and why?  
(Please provide the name and contact information of the entity which was involved)

No

a Has any other entity held you in default of a contract? If so, which entity? Please provide the name and number of the contact.

No

12. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representatives of owners with the most knowledge of work which you have performed or goods you have provided. (Governments are preferred as references.)

See References Section

(name) (address) (phone number)

(name) (address) (phone number)

(name) (address) (phone number)

13. State the name of individual who will have personal supervision of the work:

Chester Escobar

Provide the following information regarding your **Insurance Requirements**:

a. Name of Insurance Carrier: Federal Insurance Company

b. Type of Coverage: Commercial General & Garage Liabilities

c. Limits of Liability: See Attached limits

d. Coverage/Policy Dates: March 1, 2008 - March 1, 2009

e. Name of Insurance Agent(s): Willis of Canada, Inc.

f. Agent(s) telephone including area code: (604) 605-3654

14. Has your insurance coverage ever been cancelled for non-payment of insurance premiums?  
No

15 Has your insurance coverage ever been cancelled for any other reason? **NO**

If so, what was the reason? N/A.

Offerer's Certification

WHEN OFFERER IS A CORPORATION

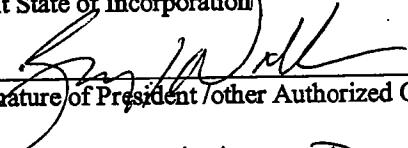
IN WITNESS WHEREOF, the Offerer hereto has executed this Proposal Form this 14 day of January, 2008.

Imperial Parking (U.S.) Inc. d/b/a Impark  
Print Name of Corporation

Delaware

Print State of Incorporation

(CORPORATE SEAL)

By:   
Signature of President/other Authorized Officer

Bryan L. Wallner, President + COO  
Print Name of President/other Authorized Officer

601 W. Cordova St. Suite 300  
Address of Corporation

Vancouver, BC V6B 1H1  
City/State/Zip

786.999.8020  
Business Telephone Number

ATTEST:

By: Aly O. Sharts  
Secretary

On this 14<sup>th</sup> day of January, 2008 before me, the undersigned Notary Public of the State of Florida, the foregoing instrument was acknowledged by

Bryan L. Wallner  
(Name of Corporate Officer(s) and Title(s))

of Imperial Parking (U.S.) Inc. d/b/a Impark on behalf of the Corporation.  
(Name of Corporation and State of Place of Incorporation)

WITNESS my hand  
and official seal

Aly O. Sharts  
NOTARY PUBLIC, STATE OF FLORIDA  
PROVINCE OF BRITISH  
COLUMBIA.

NOTARY PUBLIC  
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp or Type  
as Commissioned.)

BRYAN L. WALLNER  
Personally known to me, as  
Produced identification.

(Type of Identification Produced)

DID take an oath, or DID NOT did not take an oath

CT CORPORATION

F0200000 365

CORPORATION(S) NAME

Imperial Parking (U.S.), Inc.

0

02 JAN 23 PM 12:50  
FILED  
RECEIVED  
SECY. OF STATE  
TALLAHASSEE, FLORIDA

<input checked="" type="checkbox"/> Profit	<input type="checkbox"/> Amendment	<input type="checkbox"/> Merger
<input type="checkbox"/> Nonprofit		
<input checked="" type="checkbox"/> Foreign	<input type="checkbox"/> Dissolution/Withdrawal	<input type="checkbox"/> Mark
	<input type="checkbox"/> Reinstatement	
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Annual Report	<input type="checkbox"/> Other
<input type="checkbox"/> LLC	<input type="checkbox"/> Name Registration	<input type="checkbox"/> Change of R
	<input type="checkbox"/> Fictitious Name	<input type="checkbox"/> UCC
<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Photocopies	<input type="checkbox"/> CUS
<input type="checkbox"/> Call When Ready	<input type="checkbox"/> Call If Problem	<input type="checkbox"/> After 4:30
<input checked="" type="checkbox"/> Walk In	<input type="checkbox"/> Will Wait	<input checked="" type="checkbox"/> Pick Up
<input type="checkbox"/> Mail Out		

RECEIVED

Name 1/23/02 Order#: 5069827  
Availability \_\_\_\_\_  
Document \_\_\_\_\_  
Examiner \_\_\_\_\_  
Updater \_\_\_\_\_  
Verifier \_\_\_\_\_  
W.P. Verifier \_\_\_\_\_  
Amount: \$ \_\_\_\_\_

500004792235-1  
-01/23/02-01075-004  
Ref#: \*\*\*\*70.00 \*\*\*\*70.00

660 East Jefferson Street  
Tallahassee, FL 32301  
Tel. 850 222 1092  
Fax 850 222 7615

APPLICATION BY FOREIGN CORPORATION FOR AUTHORIZATION TO TRANSACT  
BUSINESS IN FLORIDA

02 JUNE 23 1999 10:30  
SECRETARY OF STATE  
TENNESSEE, FLORIDA  
FILED

1. IMPERIAL PARKING (U.S.), INC.

(Name of corporation; must include the word "INCORPORATED", "COMPANY", "CORPORATION" or words or abbreviations of like import in language as will clearly indicate that it is a corporation instead of a natural person or partnership if not so contained in the name at present.)

2. DELAWARE

(State or country under the law of which it is incorporated)

3. 41-1640707

(FEI number, if applicable)

4. APRIL 18, 1989

(Date of incorporation)

5. PERPETUAL

(Duration: Year corp. will cease to exist or "perpetual")

6. FEBRUARY 1, 2002

(Date first transacted business in Florida.) (SEE SECTIONS 607.1501, 607.1502 and 817.155, F.S.)

7. C/O SUITE 300, 601 W. CORDOVA ST., VANCOUVER, BRITISH COLUMBIA, CANADA V6B 1G1

(Current mailing address)

8. OPERATION AND MANAGEMENT OF PARKING FACILITIES

(Purpose(s) of corporation authorized in home state or country to be carried out in state of Florida)

9. Name and street address of Florida registered agent: (P.O. Box or Mail Drop Box NOT acceptable)

Name: C T Corporation System

Office Address: 1200 South Pine Island Road

Plantation, Florida, 33324  
(Zip code)

10. Registered agent's acceptance:

*Having been named as registered agent and to accept service of process for the above stated corporation at the place designated in this application, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.*

C T Corporation System

Kathleen Gariepy, Jr.  
(Registered agent's signature)  
Kathleen Gariepy, Asst. Secy.

11. Attached is a certificate of existence duly authenticated, not more than 90 days prior to delivery of this application to the Department of State, by the Secretary of State or other official having custody of corporate records in the jurisdiction under the law of which it is incorporated.

12. Names and addresses of officers and/or directors: (Street address ONLY - P.O. Box NOT acceptable)

FL019 - 9/2/99 CTSys Online

A. DIRECTORS (Street address only - P.O. Box NOT acceptable)

Chairman: CHARLES HUNTZINGER

Address: C/O #300, 601 WEST CORDOVA ST.

VANCOUVER, B.C. V6B 1G1

02  
JAN 23 1990  
FILED  
SECRETARY OF STATE  
TALLAHASSEE, FLORIDA

Vice Chairman: J. BRUCE NEWSOME

Address: C/O #300, 601 WEST CORDOVA ST.

VANCOUVER, B.C. V6B 1G1

Director: BRYAN L. WALLNER

Address: C/O #300, 601 WEST CORDOVA ST.

VANCOUVER, B.C. V6B 1G1

Director: DOMINIC CHILA

VICE PRESIDENT

Address: C/O #410 - 510 WALNUT STREET

PHILADELPHIA, PA 19106-3578

B. OFFICERS (Street address only - P.O. Box NOT acceptable)

President: CHARLES HUNTZINGER

Address: #300 - 601 WEST CORDOVA ST.

VANCOUVER, BC V6B 1G1

Vice President: BRYAN WALLNER

Address: #300 - 601 WEST CORDOVA ST.

VANCOUVER, BC V6B 1G1

Secretary: BRUCE NEWSOME

Address: #300 - 601 WEST CORDOVA ST.

VANCOUVER, BC V6B 1G1

ASSISTANT SECRETARY:

Treasurer: TODD CROLL

Address: #300 - 601 WEST CORDOVA ST.

VANCOUVER, BC V6B 1G1

NOTE: If necessary, you may attach an addendum to the application listing additional officers and/or directors.

13.

(Signature of Chairman, Vice Chairman, or any officer listed in number 12 of the application)

14. TODD CROLL, ASSISTANT SECRETARY

(Typed or printed name and capacity of person signing application)

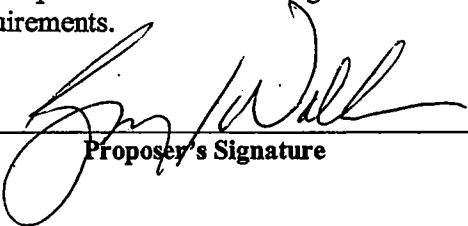
## **DRUG-FREE WORK PLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

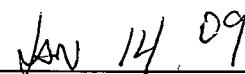
Imperial Parking (U.S.), Inc. d/b/a does:  
(Name of Business) Impark

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, Employee Assistance Programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee a copy of the statement specified in subsection (1) that are engaged in providing the commodities or contractual services that are proposed.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are proposed, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

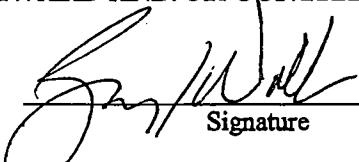


Proposer's Signature



Date

I CERTIFY THAT I AM AUTHORIZED TO EXECUTE THIS QUALIFICATION STATEMENT ON BEHALF OF THE APPLICANT. THE PROPOSER ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATION STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY PROPOSER TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE PROPOSER'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE CITY TO REJECT THE PROPOSAL, AND IF, AFTER TERMINATE THE AWARD AND/OR CONTRACT.



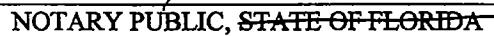
Signature

PROVINCE OF BRITISH COLUMBIA  
-State of Florida-

CITY OF VANCOUVER  
County of \_\_\_\_\_

Province of British Columbia  
On this the 14 day of January, 2009, before me, the undersigned Notary Public of the ~~State of Florida~~, personally  
appeared Bryan L. Wallner and whose name(s) is/are subscribes to  
(Name(s) of individual(s) who appeared before notary)  
the within instrument, and acknowledge it's execution.

NOTARY PUBLIC  
SEAL OF OFFICE:

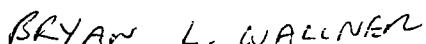
 NOTARY PUBLIC, STATE OF FLORIDA

PROVINCE OF BRITISH  
COLUMBIA. *ack*

 ALEX A. SHORTEN

(Name of Notary Public: Print, Stamp or Type  
as Commissioned.) *ack*

Personally known to me, or  
Produced identification:

 BRYAN L. WALLNER

(Type of identification Produced)

In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the City may:

- (a) Suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed in the Request for Proposal, and
- (b) At its sole discretion, terminate the Contract for cause and seek re-procurement damages from the Proposer in conjunction with the General Terms and Conditions of the Invitation to Request for Proposal.

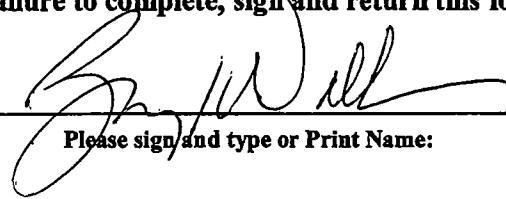
4. An insurance policy obtained in compliance with the Contract is subject to the approval of the City.
5. The City may require the policy to be changed to reflect changing liability limits. Contractor shall immediately advise the City of actual or potential litigation that may develop that would affect insurance coverage related to a municipal contract.
6. An insurer has no right of recovery against the City. The required insurance policies shall protect the Contractor and the City. The insurance shall be primary coverage for losses covered by the policies.
7. The Contractor shall ensure that any company issuing insurance to cover the requirements contained in this Contract agrees to no recourse against City for payment or assessments in any form on any policy of insurance.
8. The Contractor shall provide proof to the City of compliance with this section no later than thirty (30) days from the date of the Commission resolution approving the Award of Contract. Failure to provide the City with proof of insurance within the prescribed time period will render the contract null and void without further action by the City.

As between City and the Proposer, any types or amounts of insurance obtained by Proposer for the purpose herein, Proposer shall not sever or limit its obligation to City as provided in the Agreement.

---

Proposer must complete, sign, and enclose Insurance Requirements, to ensure the proper intent to comply. Failure to complete, sign and return this form may disqualify your response.

SIGNED:



Please sign and type or Print Name:

TITLE: PRESIDENT

COMPANY: Imperial Parking (U.S.) Inc. d/b/a DATE: January 14, 2009  
Impark

## **CITY OF CORAL GABLES MINIMUM INSURANCE REQUIREMENTS**

Pursuant to the City of Coral Gables Code, Chapter 2 - Administration, Sec. 2-1007 Insurance requirement, regulations shall be promulgated requiring the contractor and all subcontractors provide adequate insurance coverage for the duration of the contract. The Risk Management Division of the Human Resources Department has developed the following insurance requirements to protect the City of Coral Gables to the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill its obligations and responsibilities to the taxpayers and the public.

Consequently, prior to award and in any event prior to commencing work, the Contractor shall procure, and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured. The Contractor shall secure and maintain, at its own expense, and keep in effect during the full period of the contract a policy or policies of insurance, and must submit these documents to the Risk Management Division of Human Resources Department for review and approval. The type of coverage required shall not be less than the following:

### **4.5 Insurer Requirements**

The Contractor and/or Vendor shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of "A-" "VI" or better according to the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the City of Coral Gables Risk Management Division and/or the City Attorney's Office.

### **4.6 Type of Coverage & Limit of Liability Required**

- a. **Workers' Compensation and Employers Liability Insurance** covering all employees, subcontractors, and/or volunteers of the Contractor and/or Vendor engaged in the performance of the scope of work associated with this contract and/or agreement. The minimum limits of liability shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following limits:

4.6.01 Workers' Compensation - Coverage A  
- Statutory Limits (State or Federal Act)

4.6.02 Employers' Liability - Coverage B  
- \$1,000,000 Limit - Each Accident  
- \$1,000,000 Limit - Disease each Employee  
- \$1,000,000 Limit - Disease Policy Limit

- b. **Commercial General Liability Insurance** written on an occurrence basis including, but not limited to; Coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

4.6.03 Each Occurrence Limit - \$1,000,000  
4.6.04 Fire Damage Limit (Damage to rented premises) - \$100,000  
4.6.05 Personal & Advertising Injury Limit - \$1,000,000  
4.6.06 General Aggregate Limit - \$2,000,000  
4.6.07 Products & Completed Operations Aggregate Limit \$2,000,000

c. **Business Automobile Liability Insurance** covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

- 4.6.08 Any Auto (Symbol 1)
- 4.6.09 Combined Single Limit (Each Accident) - \$1,000,000
- 4.6.10 Hired Autos (Symbol 8)
- 4.6.11 Combined Single Limit (Each Accident) - \$1,000,000
- 4.6.12 Non-Owned Autos (Symbol 9)
- 4.6.13 Combined Single Limit (Each Accident) - \$1,000,000

d. **Property Insurance** is required only when the contractor is in the care, custody or control of City owned property. Coverage will be provided for loss or damage by fire, lightning, windstorm and against loss or damage by all other risks (including transit) covered by the broadest Property Coverage Form commercially available, including the expense of the removal of debris of such property as a result of damage by an insured peril. The insurance shall be written on a replacement cost basis, which is hereby defined as the cost of replacing the property insured without deduction for depreciation or wear and tear. Every attempt will be made to have coverage provided on an "Agreed Value" basis "Not subject to a Co-Insurance Clause" or the "Co-Insurance Clause" must be waived by endorsement and the limit of insurance must be for an amount equal to the total replacement cost of the property being insured. If the contract is related to construction, a Builders Risk policy and/or an Installation Floater may be required to meet the above requirements.

e. **Crime Insurance** operator shall maintain a commercial crime insurance policy(ies) protecting against loss due to employee dishonesty; forgery or alteration; theft, disappearance and destruction; premise theft and outside robbery; computer fraud; robbery and safe burglary, money and securities; and securities deposited with others. Such coverage shall be written on a Contract blanket basis, in an amount of not less than \$250,000 per loss. Such insurance shall name the City as joint payee.

#### **4.7 Minimum Required Form of Coverage (shall be at least as broad as):**

**a. Workers Compensation**

The standard form approved by the State of Jurisdiction

**b. Commercial General Liability**

ISO (Insurance Services Office, Inc.) Commercial General Liability coverage ("occurrence" Form CG 0001) or its equivalent. "Claims made" form is unacceptable except for professional or environmental liability coverage.

**c. Commercial Auto Liability**

ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage (form CA 0001) or its equivalent

**d. Property Insurance**

As a minimum standard, the ISO (Insurance Services Office, Inc.) CP 0010 - Building and Personal Property Form along with the CP 1030 - Special Perils Coverage Form or their equivalents must be used.

#### **4.8 Required Endorsements**

**a. Special Municipality Endorsement for the City of Coral Gables**

**b. Or the following endorsements with City approved language**

4.481 Additional Insured

4.8.2 Waiver of Subrogation

4.8.3 Thirty (30) Day Notice of cancellation or non-renewal

Notice must be addressed as follows:  
CITY OF CORAL GABLES  
RISK MANAGEMENT DIVISION  
2801 SALZEDO STREET, SECOND FLOOR  
CORAL GABLES, FL 33134

- 4.8.4 Primary & Non-contributory
- 4.8.5 All policies shall contain a "severability of interest" or "cross liability" clause without obligation for premium payment of the City.
- 4.8.6 The City of Coral Gables shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

#### **4.9 Verification of Coverage**

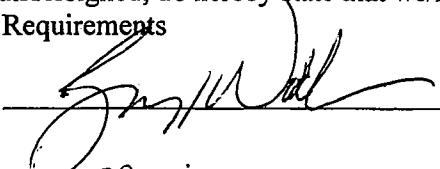
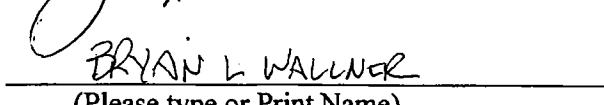
- a. Certificate of Insurance acceptable to the City of Coral Gables Risk Management Division or City Attorney's Office. All of the provisions above must be met and evidenced on the certificate of insurance and copies of all endorsements must be received by the Risk Management Department within 30 days of the issue date of the certificate of insurance.
  - 4.9.1 The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
  - 4.9.2 The City reserves the right to require complete, certified copies of all required insurance policies, at any time.
  - 4.9.3 The city reserves the right to require additional insurance requirements at any time during the course of the agreement

#### **4.10 Waiver of Insurance Requirements**

Should the Contractor or Vendor not be able to comply with any of these insurance requirements for any reason, the contractor and/or vendor must write a letter to the Risk Management division on their letter head requesting that a waiver of insurance requirement be granted. The requested waiver will be evaluated by the Risk Management division and forwarded to the City Attorney for evaluation.

The Contractor and/or Vendor is encouraged review their individual insurance needs with their insurance agents/brokers regularly to determine the adequacy of the coverage and the limits of liability that are being purchased. In certain circumstances, the City of Coral Gables will require additional insurance to respond to the hold harmless and indemnification clauses you have executed with the City of Coral Gables. Based on the nature of the work performed, the City of Coral Gables will determine what additional types of insurance and/or higher limits of liability are required to be obtained.

We/I, the undersigned, do hereby state that we/I have read and understood the City of Coral Gables Minimum Insurance Requirements

SIGNED:   
\_\_\_\_\_  
TITLE: PRESIDENT & COO  
  
  
BRYAN L. WALLNER  
(Please type or Print Name)

COMPANY: IMPERIAL PARKING VS INC  
(DBA IMPARK) DATE: JAN 14 09

**SPECIAL MUNICIPALITY ENDORSEMENT**

For the City of Coral Gables

**ENDORSEMENT #****DATE ISSUED****1. PRODUCER INFORMATION**

Agent: \_\_\_\_\_

License #: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**2. NAMED INSURED INFORMATION**

Named Insured: \_\_\_\_\_

DBA's: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Legal Entity:  Individual  Partnership LLC  Corp  Other: \_\_\_\_\_**3. POLICY INFORMATION**

Endorsement Effective Date :

(12:01 A.M.)

Policy Number: \_\_\_\_\_

Policy Period: \_\_\_\_\_ to \_\_\_\_\_

Name of Insurer: \_\_\_\_\_

Name of MGA/Broker: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**4. TYPE OF INSURANCE (select the applicable coverage)** General Liability  Auto Liability  Excess/Umbrella**5. APPLICABILITY**

This insurance pertains to the operations, activities, and/or tenancy of the Named Insured under all written agreements and permits in force with the City of Coral Gables unless checked here.  If the box above is marked, only the following specific agreements, leases, and/or permits with the City of Coral Gables, are covered: \_\_\_\_\_

**6. GENERAL LIABILITY (Select all that apply)**

Commercial General Liability  
 Owners And Contractors Protective (OCP)  
 Other: \_\_\_\_\_  
 Claims Made Form  Occurrence Form  
 Loss adjustment is included within the limit  
 Underground & Collapse Hazard Included  
 Deductible \$ \_\_\_\_\_  
 Applies per Occurrence  Applies per Claim  
 Self-Insured Retention \$ \_\_\_\_\_  
 Applies per Occurrence  Applies per Claim  
 Stop-Loss/Aggregate \$ \_\_\_\_\_  
 Retroactive Date: \_\_\_\_\_  
 \_\_\_\_\_

**LIMITS**

Each Occurrence \$ \_\_\_\_\_

Damage To Rented Premises \$ \_\_\_\_\_

Medical Expense \$ \_\_\_\_\_

Personal &amp; Advertising Injury \$ \_\_\_\_\_

General Aggregate \$ \_\_\_\_\_

Products – Comp/Op Aggregate \$ \_\_\_\_\_

Employee Benefits E&amp;O \$ \_\_\_\_\_

Hired &amp; Non-Owned Auto \$ \_\_\_\_\_

Professional Liability \$ \_\_\_\_\_

(Select at least one of the following)

General Aggregate Limit Applies Per Project  
 General Aggregate Limit Applies Per Location  
 General Aggregate Limit Applies Per Policy

**7. AUTO LIABILITY (Select all that apply)**

Any Auto  
 All Owned Autos (PPT)  
 All Owned Autos (Other Than PPT)  
 Scheduled Autos  
 Hired Autos  Non-Owned Autos

Combined Single Limit (each accident) \$ \_\_\_\_\_

Bodily Injury (Per Person) \$ \_\_\_\_\_

Bodily Injury (Per Accident) \$ \_\_\_\_\_

Property Damage \$ \_\_\_\_\_

 D.O.C. Coverage Included  Broadened PIP Included**AUTHORIZED REPRESENTATIVE**

City of Coral Gables

Risk Management Division  
2801 Salzedo Street, Second Floor  
Coral Gables, Florida 33134  
305-460-5528 Phone  
305-460-5518 Fax  
msparber@coralgables.com

 Agent/Broker  Underwriter  Other: \_\_\_\_\_

I, \_\_\_\_\_ (print or type name) warrant that I have binding authority with the above named insurance company and that by signing this endorsement, I am warranting that the insurance company named on this endorsement has authorized me to amend this policy as indicated herein.

Signature of Authorized Representative or Licensed Agent /Broker

**SPECIAL MUNICIPALITY ENDORSEMENT**

For the City of Coral Gables

<b>8. EXCESS/UMBRELLA</b>		<b>LIMITS</b>	<b>9. LIST OF UNDERLYING INSURANCE</b>		
<input type="checkbox"/> Following Form	Each Occurrence \$		Insurer	Policy #	Limits
<input type="checkbox"/> Umbrella Liability	Excess Of \$				
<input type="checkbox"/> Other: _____	Aggregate \$				
<input type="checkbox"/> Claims Made Form	<input type="checkbox"/> Self-Insured Retention				
<input type="checkbox"/> Occurrence Form	Amount \$ _____				
<input type="checkbox"/> Loss adjustment is included within the limit	<input type="checkbox"/> Applies per Occurrence				
<input type="checkbox"/> Underground & Collapse Hazard Included	<input type="checkbox"/> Applies per Claim				
	<input type="checkbox"/> Stop-Loss/Aggregate				
	Amount \$ _____				
<b>10. EXCLUSIONS &amp; ENDORSEMENTS (Listing)</b> List all endorsements attached to this policy here or provide a list of all endorsements attached to this policy as Exhibit A.					
<b>11. CLAIMS REPORTING (for all types of insurance)</b> List the Insurer's Claims Representative to report any claims to.					
Company Name: Mailing Address: City/State/Zip:	Phone: Fax: Email				
This endorsement forms a part of the Policy to which it is attached and does not change any provisions, conditions or declarations of the Policy other than as stated herein:					
<b>12. ADDITIONAL INTEREST</b> - The City of Coral Gables, its officials, agents, and employees as their additional interest may appear with regard to liability and defense of suits arising from the operations, uses, occupancies, acts, activities, (ownership, maintenance or use of vehicles) by or on behalf of the Named Insured					
<b>13. WAIVER OF SUBROGATION</b> - All rights of subrogation have been waived by the insurance carrier issuing this endorsement in favor of the City of Coral Gables					
<b>14. CONTRIBUTION NOT REQUIRED</b> - The insurance or self insurance program of the City of Coral Gables shall be excess and shall not contribute in any way					
<b>15. SEPARATION OF INSUREDS</b> - This insurance applies separately to each insured against whom claim is made or litigated except with respect to the limits					
<b>16. CANCELLATION NOTICE</b> - If the Insurer elects to cancel this insurance policy before the expiration date shown above, or declines to renew a continuous policy, or reduces the stated limits of the policy other than by the impairment of an aggregate limit, the Insurer will, with respect to the City's interests, provide the City of Coral Gables at least thirty (30) days prior written notice of cancellation, non-renewal or other change in the policy. Notice will be made by receipted delivery and addressed as follows:					
<b>RISK MANAGEMENT DIVISION, 2801 SALZEDO STREET, SECOND FLOOR, CORAL GABLES, FLORIDA 33134</b> It is understood, however, that this notice to the City shall not affect the Insurer's right to give a lesser notice to the Named Insured in the event of nonpayment of premium.					
<b>ENDORSEMENT HOLDER</b>		<b>AUTHORIZED REPRESENTATIVE</b>			
City of Coral Gables Risk Management Division 2801 Salzedo Street, Second Floor Coral Gables, Florida 33134 305-460-5528 Phone 305-460-5518 Fax msparber@coralgables.com		<input type="checkbox"/> Broker/Agent <input type="checkbox"/> Underwriter <input type="checkbox"/> Other: _____ I, _____ (print or type name) warrant that I have binding authority with the above named insurance company and that by signing this endorsement, I am warranting that the insurance company named on this endorsement has authorized me to amend this policy as indicated herein.			
Signature of Authorized Representative or Licensed Agent /Broker					



**CITY OF CORAL GABLES**  
**CHECK LIST OF THE REQUIRED DOCUMENTS THAT MUST BE SUBMITTED**  
**FOR THE VERIFICATION OF INSURANCE COVERAGE**

**NAME OF THE INDIVIDUAL OR ENTITY:**

**CITY DEPARTMENT:**

**NAME OF THE CONTRACT MANAGER:**

**GENERAL LIABILITY INSURANCE**

- A Certificate of Insurance where the named insured exactly matches the name of the individual and/or entity that the City of Coral Gables intends to enter or has entered into a contract or an agreement with.
- The Certificate Holder reads as follows:

City of Coral Gables - Attn: Risk Management Division  
2801 Salzedo Street, 2<sup>nd</sup> Floor • Coral Gables, FL 33134
- The Certificate of Insurance states in the remarks section that for the coverage evidenced, the City of Coral Gables is an additional insured, a waiver of subrogation is included, and the policies are primary & non-contributory.
- The Certificate of Insurance evidences that a 30 day notice of cancellation/non-renewal endorsement has been added to the policy in favor of the City of Coral Gables
- A copy of the Additional Insured Endorsement for the General Liability policy has been provided
- A copy of the Waiver of Subrogation Endorsement for the General Liability policy has been provided
- A copy of the Primary and Non-contributory Endorsement for the General Liability policy has been provided
- A copy of the 30 day notice of cancellation/non-renewal endorsement for the General Liability policy has been provided

**AUTOMOBILE LIABILITY INSURANCE**

- A Certificate of Insurance where the named insured exactly matches the name of the individual and/or entity that the City of Coral Gables intends to enter or has entered into a contract or an agreement with.
- The Certificate Holder reads as follows:

City of Coral Gables - Attn: Risk Management Division  
2801 Salzedo Street, 2<sup>nd</sup> Floor • Coral Gables, FL 33134
- The Certificate of Insurance states in the remarks section that for the coverage evidenced; the City of Coral Gables is an additional insured, a waiver of subrogation is included, and the policies are primary & non-contributory.
- The Certificate of Insurance evidences that a 30 day notice of cancellation/non-renewal endorsement has been added to the policy in favor of the City of Coral Gables
- A copy of the Additional Insured Endorsement for the Automobile Liability policy has been provided
- A copy of the Waiver of Subrogation Endorsement for the Automobile Liability policy has been provided
- A copy of the Primary and Non-contributory Endorsement for the Automobile Liability policy has been provided
- A copy of the 30 day notice of cancellation/non-renewal endorsement for the Automobile Liability policy has been provided

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE**

- A Certificate of Insurance where the named insured exactly matches the name of the individual and/or entity that the City of Coral Gables intends to enter or has entered into a contract or an agreement with.
- The Certificate Holder reads as follows:

City of Coral Gables - Attn: Risk Management Division  
2801 Salzedo Street, 2<sup>nd</sup> Floor • Coral Gables, FL 33134
- The Certificate of Insurance states in the remarks section that a waiver of subrogation has been provided
- The Certificate of Insurance evidences that a 30 day notice of cancellation/non-renewal endorsement has been added to the policy in favor of the City of Coral Gables
- A copy of the Waiver of Subrogation Endorsement for the Workers Compensation policy has been provided
- A copy of the 30 day notice of cancellation/non-renewal endorsement for the Workers Compensation policy has been provided

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

01/09/2009

INSURER

WILLIS CANADA INC.  
1500 - 1095 WEST PENDER STREET  
VANCOUVER, BC V6E 2M6  
TEL: 604-683-6831

Serial # 102093

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

SURED

IMPERIAL PARKING CORPORATION AND/OR  
IMPERIAL PARKING (U.S.), INC. ET AL  
C/O 601 W. CORDOVA STREET, SUITE 300  
VANCOUVER, BC V6B 1G1

## INSURERS AFFORDING COVERAGE

NAIC#

INSURER A: FEDERAL INSURANCE COMPANY

INSURER B: AIG COMMERCIAL INSURANCE COMPANY OF CANADA

INSURER C: PENNSYLVANIA MANUFACTURERS ASSOCIATION INS. CO.

INSURER D:

INSURER E:

## OVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

R	ADOL NSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
						EACH OCCURRENCE	\$ 1,000,000 US
		GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000 US
		X COMMERCIAL GENERAL LIABILITY	74988002	03/01/2008	03/01/2009	MED EXP (Any one person)	\$
		CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$ 1,000,000 US
						GENERAL AGGREGATE	\$ 2,000,000 US
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 1,000,000 US
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		ANY AUTO				BODILY INJURY (Per person)	\$
		ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		Hired AUTOS				AUTO ONLY - EA ACCIDENT	\$
		NON-OWNED AUTOS				OTHER THAN EA ACC	\$
						AGG	\$
		GARAGE LIABILITY				EACH OCCURRENCE	\$ 1,000,000 US
		ANY AUTO				AGGREGATE	\$ 1,000,000 US
		EXCESS/UMBRELLA LIABILITY	546 5762 (FOLLOW FORM - EXCESS OF GENERAL LIABILITY AND EMPLOYER'S LIABILITY)	03/01/2008	03/01/2009		\$
		X OCCUR <input type="checkbox"/> CLAIMS MADE					\$
		DEDUCTIBLE					\$
		RETENTION \$					\$
		WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY	200800 41-14-75-7	03/01/2008	03/01/2009	X WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				EL EACH ACCIDENT	\$ 1,000,000 US
		OTHER CRIME	003198442	03/01/2008	03/01/2009	EL DISEASE - EA EMPLOYEE	\$ 1,000,000 US
						EL DISEASE - POLICY LIMIT	\$ 1,000,000 US

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CITY 30 EVIDENCE OF INSURANCE ONLY WITH RESPECT TO REQUEST FOR PROPOSAL FOR PARKING CASHIER SERVICES - CITY OF CORAL GABLES, MIAMI, FL

AWARDED THE CONTRACT, THE CITY OF CORAL GABLES WILL BE ADDED AS AN ADDITIONAL INSURED, BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF THE OPERATIONS  
THE NAMED INSURED AND RIGHTS OF SUBROGATION WILL BE WAIVED IN FAVOUR OF THIS ADDITIONAL INSURED.

RIGHT OF SUBROGATION WITH RESPECT TO WORKER'S COMPENSATION IS PROVIDED IF PERMITTED BY STATE LAW.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE WILLIS CANADA INC.

*Paula Phillips*

ACCOUNT MANAGER

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

01/09/2009

PRODUCER

WILLIS CANADA INC.  
1500 - 1095 WEST PENDER STREET  
VANCOUVER, BC V6E 2M6  
TEL: 604-683-6831

Serial # 102093

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C/O 601 W. CORDOVA STREET, SUITE 300  
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						GENERAL LIABILITY		
		X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	74988002	03/01/2008	03/01/2009	EACH OCCURRENCE	\$ 1,000,000 US	
						DAMAGE TO RENTED PREMISES (EA occurrence)	\$ 100,000 US	
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						PRODUCTS - COMP/OP AGG	\$ 1,000,000 US	
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident)	\$	
						BODILY INJURY (Per person)	\$	
						BODILY INJURY (Per accident)	\$	
						PROPERTY DAMAGE (Per accident)	\$	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$	
						OTHER THAN EA ACC AUTO ONLY: AGG	\$	
		X EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	546 5762 (FOLLOW FORM - EXCESS OF GENERAL LIABILITY AND EMPLOYER'S LIABILITY)	03/01/2008	03/01/2009	EACH OCCURRENCE	\$ 1,000,000 US	
						AGGREGATE	\$ 1,000,000 US	
							\$	
							\$	
							\$	
		DEDUCTIBLE RETENTION \$				X WC STATU- TORY LIMITS	OTH- ER	
		WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	200800 41-14-75-7	03/01/2008	03/01/2009	EL EACH ACCIDENT	\$ 1,000,000 US	
						EL DISEASE - EA EMPLOYEE	\$ 1,000,000 US	
						EL DISEASE - POLICY LIMIT	\$ 1,000,000 US	
		OTHER CRIME	003198442	03/01/2008	03/01/2009	\$250,000 EMPLOYEE DISHONESTY		

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

1 CITY 30 EVIDENCE OF INSURANCE ONLY WITH RESPECT TO REQUEST FOR PROPOSAL FOR PARKING CASHIER SERVICES - CITY OF CORAL GABLES, MIAMI, FL

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## CERTIFICATE HOLDER

## CANCELLATION

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DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN  
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL  
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR  
REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE WILLIS CANADA INC.

*Parson Phillips* ACCOUNT MANAGER

## **6.0 PROPOSAL RESPONSE FORM FOR:**

**SUBMITTED TO:**

City of Coral Gables  
Office of the Chief Procurement Officer  
2800 SW 72 Avenue  
Miami, Florida 33155

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the Proposal and Contract Documents for the Contract price and within the Contract time indicated in the Proposal and in accordance with the Other terms and conditions of the proposal and Contract Documents.
2. Proposer accepts and hereby incorporates by reference in this Proposal Response Form all of the terms and conditions of the Request for Proposal.
3. Proposer proposes to furnish all labor, services and supervision for the work described in this Request for Proposal.
4. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Proposal:

Addendum No. # 1 Date 12/18/2008

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

5. Proposer accepts the provisions of the Contract as to penalties in the event of failure to provide services as indicated.
6. Proposers correct legal name: Imperial Parking (U.S.) Inc. dba Impark  
Address: 601 W. Corbin St. Suite 300  
City/State/Zip: Vancouver, BC N6B 1G1  
Telephone No./Fax No.: 786-999-8020  
Social Security or Federal I.D. No.: 41-1640707  
Officer signing Proposals: Bryan L. Wallner Title: President & COO

---

SIGNED:  TITLE: PRESIDENT  
Please sign and type or Print Name:

COMPANY: IMPERIAL PARKING (U.S.) INC (DBA IMPARK) DATE: FEB 14 09  
JAN

## Chester Escobar

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**From:** Gomez, Margie [mgomez@coralgables.com]  
**Sent:** Friday, December 19, 2008 8:47 AM  
**To:** jandre@717parking.com; al.arias@abm.com; ram32683@gmail.com; atedrick@parking.com; vpena@parking.com; dzell@denisonparking.com; koldam@fivestarparking.com; Chester Escobar; iramos@serecacorp.com; cesarc@marinoparking.com; gbleemer@aol.com; tdemby@miamiparking.com; scharnas@networkparking.com; wcurtis@swiftpark.net; taphillips@systemparking.com; uspkng@bellsouth.net; smcreever@universalvalet.com; info@universeparking.com; universeparking@hotmail.com; iramos@serecacorp.com  
**Subject:** RE: Addendum #1 for Parking Cashier RFP

Good Morning:

My apologies, the site visit is January 8th at 10:00 am as noted below. The proposal is due January 15, 2009 at 2:00 pm. Please refer to the Revised Schedule of Events which was attached to the addendum.

Mr. Arias, thank you for pointing this out.

Happy Holidays,  
Margie

---

**From:** Gomez, Margie  
**Sent:** Thursday, December 18, 2008 5:13 PM  
**To:** 'jandre@717parking.com'; 'al.arias@abm.com'; 'ram32683@gmail.com'; 'atedrick@parking.com'; 'vpena@parking.com'; 'dzell@denisonparking.com'; 'koldam@fivestarparking.com'; 'cesobar@impark.com'; 'iramos@serecacorp.com'; 'cesarc@marinoparking.com'; 'gbleemer@aol.com'; 'tdemby@miamiparking.com'; 'scharnas@networkparking.com'; 'wcurtis@swiftpark.net'; 'taphillips@systemparking.com'; 'uspkng@bellsouth.net'; 'smcreever@universalvalet.com'; 'info@universeparking.com'; 'universeparking@hotmail.com'; 'iramos@serecacorp.com'  
**Cc:** Contracts  
**Subject:** Addendum #1 for Parking Cashier RFP

Good Afternoon:

Herewith is Addendum No. 1 for the Parking Cashier Services RFP; a reminder to acknowledge receipt in your bid package (Pg. 67). A Tour of the Facilities has been scheduled for **January 8, 2009 at 10:00 am**. It is not required you attend the tour but, if you are participating please register no later than 5:00 pm Wednesday, January 7, 2009 with Ms. Kelly Rodriguez at 305-460-5102.

Be advised that you are to submit your **proposals** no later than **2:00 pm Thursday, January 8, 2009** to the Procurement Division at 2800 SW 72 Ave. Miami, FL.

Proposers will be notified on Wednesday, January 21<sup>st</sup> if selected to **present** to the Selection Committee on **Friday, January 23, 2009** beginning at 10:00 am in the Procurement Division office.

Thank you,

Margie Gomez  
City of Coral Gables  
Procurement  
T: 305-460-5103  
F: 305-460-5126

**ATTACHMENTS**

Professional Service Agreement (PSA)

Cashier Schedule (Parking Log)

Revised Schedule of Events

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Ir