CAPITAL IMPROVEMENT BOARD OF MANAGERS OF MARION COUNTY
100 SOUTH CAPITOL AVENUE
INDIANAPOLIS, INDIANA 46225

REQUEST FOR PROPOSALS

PARKING EQUIPMENT

September 22, 2023

PARKING EQUIPMENT

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SECTION 00100 – REQUEST FOR PROPOSALS

Notice is hereby given that the CAPITAL IMPROVEMENT BOARD OF MANAGERS OF MARION COUNTY (hereinafter also referred to as "CIB"), will receive sealed Proposals for the supply, sale, delivery, and installation of designated Parking Equipment for certain parking lots and parking facilities owned and/or operated by CIB in Indianapolis, Indiana.

The Request for Proposals ("RFP") and all documents related thereto ("RFP Documents") can be viewed at and downloaded from the CIB's website – http://www.capitalimprovementboard.org/main/projects. The RFP and RFP Documents will be available for download by 3:00 PM (local Indianapolis time), September 22, 2023. If problems are encountered in either accessing or downloading the RFP and/or the RFP Documents, contact Tom Boyle, Director of Operations at tom.boyle@icclos.com.

A mandatory pre-proposal and walk through meeting ("Pre-Proposal Meeting") will be held on **October 3, 2023**, commencing at 10:00 AM (local Indianapolis time). The Pre-Proposal Meeting will be held at the Indiana Convention Center, located at 100 S. Capitol Avenue, Indianapolis, Indiana 46225. Those interested in submitting a Proposal shall proceed to the CIB's Administrative Offices in the Indiana Convention Center at the designated date and time. Attendance at the Pre-Proposal Meeting is mandatory for all Offerors and an Offeror's failure to attend will be grounds for its Proposal being deemed non-responsive.

The RFP process, including the preparation, execution and submittal of Proposals, shall be conducted in accordance with the procedures and requirements of the RFP Documents and consistent with Indiana's Request for Proposal statutes for public purchasing – Indiana Code (I.C.) 5-22-9. The procedure and deadline for submitting questions regarding the RFP and/or the RFP Documents, or to seek clarifications or interpretations thereof, is set forth in the RFP Documents.

Proposals must be submitted on or before 2:00 PM (local Indianapolis time) on October 16, 2023, by delivery to the CIB's Administrative Office, located at the Indiana Convention Center, 100 South Capitol Avenue, Indianapolis, Indiana 46225. Proposals shall be submitted in a sealed envelope **marked to the attention of Tom Boyle,** and the outside of the envelope must include in the lower-left hand corner, **in bold letters**, the notation **"SEALED PROPOSAL – PARKING EQUIPMENT"**. Proposals received after 2:00 PM (local Indianapolis time) October 16, 2023, will be returned unopened.

In accordance with I.C. 5-22-9-4, all Proposals received shall be opened so as to avoid disclosure of contents to competing Offerors during the process of clarification, evaluation and negotiation, if any. After the Proposals are opened, the CIB may initiate and conduct discussions with one or more of the Offeror(s) who submitted a Proposal, as further described in the RFP Documents. During the course of discussion between the CIB and Offerors whose Proposals are determined to be reasonably susceptible of being selected for award, the CIB may seek to obtain a best and final offer.

The CIB reserves the right to reject any and all Proposals. The CIB also reserves the right to waive any irregularities or informalities discovered in the Proposals or that may otherwise arise during the course of the RFP process.

If the CIB awards a contract, it will be to the Offeror whose Proposal is determined to be the most advantageous to the CIB, taking into consideration price and other evaluation factors set forth in the RFP Documents. The successful Offeror for this procurement will enter into a Contract directly with the CIB.

CAPITAL IMPROVEMENT BOARD OF
MANAGERS OF MARION COUNTY

SECTION 00200 – RFP PROCESS/INSTRUCTIONS TO OFFERORS

1. DEFINITION OF TERMS:

A. CIB:

The Capital Improvement Board of Managers of Marion County
Indiana Convention Center
100 South Capitol Avenue
Indianapolis, IN 46225

B. CIB's Representative:

Tom Boyle
Director of Operations

C. Procurement:

The supply, sale, delivery, installation, testing and commissioning of designated Parking Equipment at certain parking lots and parking facilities owned and/or operated by CIB in Indianapolis, Indiana, including post installation warranty, software maintenance and third party integration fees, as more fully defined and described in the RFP Documents.

D. Offeror:

Any responsive and responsible individual, firm, partnership or corporation submitting a Proposal to the CIB for the Procurement in accordance with the RFP and RFP Documents.

E. RFP Documents:

In addition to the RFP, the RFP Documents include the RFP Process/Instructions To Bidders, the Proposal Form, the form of Supply Contract, the Technical Requirements, any Addenda issued with respect to the RFP and all exhibits and attachments to the RFP Documents. Offeror shall be responsible to review and become familiar with all of the RFP Documents.

F. Addendum or Addenda:

Written document(s) issued by the CIB after the RFP has been issued and before the Proposal deadline, which provide responses to questions, interpretations, clarifications, supplemental instructions, modifications and/or additions to the RFP and/or RFP Documents. These are to be read in conjunction with and as a supplement to the RFP and RFP Documents, but in the event of a conflict between an Addendum and the previously issued RFP or RFP Documents, the Addendum will take precedence and modify the RFP and/or RFP Documents as to any such conflict.

G. Proposal:

The written submittal delivered to the CIB by which an Offeror proposes to supply, sell, deliver, install, test and commission the Procurement, all in accordance with the procedures and requirements set forth in the RFP and the RFP Documents.

H. Supplier:

The Offeror whose Proposal, after review and consideration based on the Evaluation Criteria set forth in the RFP Documents, is determined to be the most advantageous to the CIB and to whom the CIB awards the Supply Contract for the Procurement.

I. Supply Contract (sometimes referred to herein as "Contract"):

The written Supply Contract that the CIB and the Supplier shall execute, after award, for the supply, sale, delivery, installation, testing and commissioning of, and post installation obligations for, the Procurement, consistent with and subject to the terms, conditions and requirements set forth in the RFP and the RFP Documents.

J. Technical Requirements:

The technical requirements specific to the Procurement and included in the RFP Documents.

K. Base Prices:

The specific amounts stated by the Offeror in its Proposal to be paid by the CIB, if the Offeror is awarded the Supply Contract, in full consideration for the supply, sale, delivery, installation, testing and commissioning of, and the post installation obligations for, the base Procurement, as defined and described in the RFP and RFP Documents.

L. Alternate Price:

The specific amount stated by the Offeror in its Proposal to be added to, or deducted from, the Base Price amount (to the extent the RFP Documents require or permit an Offeror to submit an Alternate), which shall adjust the Base Price only if the CIB expressly accepts the Alternate Price as part of awarding the Supply Contract.

M. Unit Costs:

The specific amount stated by Offeror in its Proposal to be added to or deducted from the Base Price (to the extent the RFP Documents require or permit an Offeror to submit Unit Costs), which shall be used if the Owner, in writing, increases or decreases the number of specific pieces of equipment or systems to be provided under the Procurement, as compared to the number required under the Base Price.

N. CIB's Consultant:

Denison Parking, Inc.

2. OVERVIEW

The RFP and Procurement shall be subject to the procedures outlined in the RFP Documents and shall proceed in accordance with Indiana's Request for Proposals statutes for Public Purchasing, I.C. 5-22-9. Any Offeror failing to submit information in accordance with the procedures set forth herein may be considered non-responsive and subject to disqualification.

3. FAMILIARITY WITH LAWS

An Offeror is required to be familiar with all federal, state and local laws, ordinances, codes, rules, regulations and standards that apply to the RFP Process and/or the Procurement, including the performance to be provided by the Supplier should the CIB award a Supply Contract. Lack of familiarity on the part of an Offeror to such applicable requirements will in no way relieve it from responsibility.

4. QUESTIONS AND ADDENDA

To the extent an Offeror has questions regarding the RFP Process or the RFP Documents, including any required interpretation or clarification thereof, those shall be emailed to the CIB's Representative on or

before the deadline for submitting questions as set forth in Section 10 below. An Offeror or potential Offeror shall not otherwise contact, request information from, submit questions to or communicate with any other representatives of the CIB or the CIB's Consultant (including their employees, officers, board members, agents, consultants and legal counsel) regarding the RFP or any matters related thereto, except to the extent specifically authorized in the RFP Documents. Permitted contact with representatives of the CIB or the CIB's Consultant will include: at the Pre-Proposal Meeting; in response to inquiries from the CIB or the CIB's Consultant; or during discussion or negotiations initiated by the CIB after Proposals have been submitted, including CIB's possible request for best and final offers. A violation of this provision by an Offeror will be grounds to disqualify that Offeror from further consideration as to the RFP.

The CIB shall not be responsible for any verbal response or interpretations regarding the RFP or the RFP Documents. All responses, interpretations, clarifications and supplemental instructions will be in the form of written Addenda issued by the CIB. Only a response, interpretation, clarification, correction or supplemental instruction supplied by the CIB in a written Addendum shall be binding. Prospective Offerors are advised that no person or entity, other than CIB, is authorized to issue Addenda which clarify, explain, interpret or supplement the RFP or RFP Documents.

All Addenda so issued shall become a part of the RFP Documents. Each Offeror shall list in its Proposal all Addenda received. If no Addenda have been issued prior to submittal of Proposals, the Offeror shall insert "NONE" in the appropriate section of the Proposal.

5. SUBSTITUTIONS

By submitting a Proposal, an Offeror agrees to supply, sell, deliver, install, test and commission the Procurement in accordance with all requirements, terms and conditions of the RFP Documents, including but not limited to all of the Technical Requirements. This shall include the supply, sale, delivery and/or installation of all products, equipment, materials and systems specifically listed in the Technical Requirements, unless under the procedures set forth in this Section 5: (i) an Offeror proposes that another product, equipment, material or system be considered as a substitution; and (ii) such request is approved by the CIB in the form of a written Addendum issued in advance of the deadline for submittal of Proposals.

The products, equipment, materials and systems listed and described in the Technical Requirements establish a standard of required function, performance, dimension, appearance and/or quality for the Procurement. Any substitution proposed by an Offeror must provide required information to allow the CIB and CIB's Consultant to consider whether the product, equipment, material and/or system proposed as a substitution meets or exceeds all performance, dimension, appearance and/or quality standards of the item as specifically listed in the Technical Requirements.

No request for substitution will be considered, unless the written request has been delivered by an Offeror to the CIB's Representative on or before the deadline for requesting substitutions as set forth in Section 10 below. Such request shall include the name, manufacturer and a complete description of the product, equipment, material or system which is proposed for substitution, including drawings, performance and test data, operational and maintenance information and all other information necessary for the CIB and CIB's Consultant to undertake and complete their evaluation and review. To the extent that a substitution, if approved, would require changes to any other materials, equipment or portions of the Procurement, the request for substitution shall identify and describe, in detail, all such changes or modifications that would be required. If such changes or modifications are material, it may be grounds to deny the substitution.

By submitting a request for substitution, the Offeror represents that: (i) it has thoroughly investigated the proposed substitution and has determined that it meets or exceeds, in all respects, the specified product, equipment, material or system; (ii) it will provide the same warranty for the substituted product, if approved, as for the specified product; (iii) it will coordinate the installation and make other changes, if any, which may be required for the Procurement to be timely and properly completed in accordance with all requirements of the RFP Documents; and (iv) it waives all claims for additional costs or time that may be incurred as a result of using the substitute product, if approved. The burden to prove the merits of the

proposed substitution is upon the Offeror who makes the request. The CIB shall retain sole discretion whether to approve or deny a proposed substitution and such decision by the CIB shall be final.

If the CIB approves a proposed substitution such approval will be confirmed by a written Addendum (issued in accordance with Section 4 above) that will be provided to all prospective Offerors. Offerors shall not be entitled to rely upon approvals of substitutions, unless and until approval of the substitution is confirmed in a written Addendum.

No substitutions of products, equipment, materials or systems will be allowed after award of the Supply Contract, unless specifically reviewed and approved by the CIB, in advance and in writing, and to the extent permitted by and in accordance with the RFP Documents and/or the Supply Contract.

6. EVALUATION PROCESS

After Proposals are received, the CIB and CIB's Consultant shall review and consider each Proposal. The CIB or CIB's Consultant may contact one or more Offerors if there are questions regarding the Proposals or as needed to clarify information contained within a Proposal. If the CIB determines that a Proposal was not submitted in accordance with the procedures and requirements of the RFP Documents, that Proposal may be rejected as non-responsive, although CIB also reserves the right to waive irregularities or informalities discovered within a Proposal or that may otherwise arise in the RFP process. To the extent responsible Offerors submit Proposals which the CIB determines to be reasonably susceptible of being selected for award of the Supply Contract, those Proposals will be considered by the CIB in light of the Evaluation Criteria set forth in Section 20 below. These Offerors may be requested to participate in discussions with the CIB and CIB's Consultant, including CIB's solicitation of best and final offers to the extent deemed necessary and appropriate by the CIB.

An Offeror's receipt of the RFP and RFP Documents, its submittal of a Proposal or the fact that the CIB or CIB's Consultant may engage in discussions with an Offeror, confers no right upon such Offeror, nor imposes any duty or obligation on the CIB. The CIB reserves its right to: (i) award a Supply Contract to the Offeror whose Proposal is deemed to be the most advantageous to the CIB, after considering Proposals in light of the evaluation criteria set forth in the RFP Documents; or (ii) reject all Proposals received.

7. COSTS OF PREPARATION

All costs incurred by an Offeror in preparing, submitting and discussing its Proposal shall be borne by the Offeror, as well as any costs to demonstrate any product or equipment, the cost to forward and return delivery of any products or equipment and any other cost incurred by the Offeror as part of participating in the RFP process.

8. OWNERSHIP AND DISCLOSURE OF PROPOSALS

All documents submitted by an Offeror in response to this RFP shall become the property of CIB and will not be returned to the Offeror.

Each Offeror shall familiarize itself with the provisions of Indiana's Public Records Act, I.C. 5-14-3 (the "Public Records Act"). All Proposals, including the materials and information submitted by Offerors in connection with the RFP, are subject to the Public Records Act. Specifically, Offerors are advised that the Proposals, except for any portion of a Proposal that falls under a specific disclosure exemption of the Public Records Act, may be produced by the CIB following the conclusion of the RFP process, if and to the extent a request under the Public Records Act is made for such information.

If an Offeror believes that information which it makes available to CIB as part of its Proposal constitutes a trade secret or is otherwise exempt from disclosure under the Public Records Act, such Offeror shall specifically and conspicuously identify and designate all such information by placing "**CONFIDENTIAL**" in the header or footer of each such page affected. The Offeror shall be solely responsible for all determinations made by it under applicable laws and for clearly and prominently marking each and every

page or sheet of materials with "**CONFIDENTIAL**" as it determines to be appropriate. Each Offeror is advised to contact its own legal counsel concerning the effect of applicable laws to its own circumstances. Any designation of information as **CONFIDENTIAL** shall be accompanied by a concise written statement from the Offeror setting forth the reasons supporting the claim, including citation to the specific section(s) of the Public Records Act that Offeror believes authorizes the exemption from disclosure. Blanket designations that do not identify the specific information deemed confidential and/or designations that do not cite the legal authority supporting such claim, shall not be acceptable and may be cause for CIB to treat the entire Proposal as public information.

Should a third party request, pursuant to Indiana's Public Records Act (I.C. 5-14-3) or otherwise, production of information which the Offeror has designated as **CONFIDENTIAL**, the CIB shall so notify the Offeror. The Offeror shall, promptly upon receipt of such notice, take such action as the Offeror deems necessary and appropriate in an effort to establish the confidential or propriety nature of such information and to avoid the disclosure of the same. Offeror shall inform the CIB of its intentions no later than ten (10) business days after receiving the aforementioned notice. It is understood that CIB will produce documents in accordance with applicable law, unless the Offeror is successful in obtaining a ruling or otherwise establishing to the CIB's satisfaction that certain information is **CONFIDENTIAL** and should not be produced, as it falls within one of the statutory exceptions to disclosure. An Offeror further agrees to indemnify and hold the CIB harmless from all claims, damages, losses and expenses, including reasonable attorney's fees, incurred by the CIB in response to efforts to compel disclosure of such information. Nothing contained in this provision shall modify or amend requirements and obligations imposed on CIB by the Public Records Act or other applicable law. The provisions of the Public Records Act or other applicable laws shall control in the event of a conflict between the procedures described herein and the applicable law.

Submission of a Proposal constitutes an Offeror's agreement to all provisions of this Section. Subject only to the Offeror's ability to successfully contest the production of **CONFIDENTIAL** information as set forth above, the Offeror consents to the disclosure of its Proposal (or portions thereof) and waives any claim against the CIB for production of documents which include all or parts of the Offeror's Proposal.

If a Supply Contract is awarded for the Procurement, CIB shall also have the right to duplicate, use or disclose such information as determined to be in the best interest of the CIB, except to the extent such use or disclosure is expressly limited in the RFP Documents and/or the Supply Contract.

9. DISCUSSION PROCESS

The CIB may request an opportunity to participate in discussions with Offerors in order to clarify information, consider other matters relevant to the Procurement and, to the extent Proposals are determined to be reasonably susceptible of being selected for award, to obtain best and final offers. Any such discussions will relate to the requirements of the RFP Documents, the Offeror's Proposal, any information submitted by the Offeror relevant to the Procurement, the Evaluation Criteria and terms of the Supply Contract.

10. TIME/SCHEDULE

Time is of the essence as to both the RFP Process and the Supply Contract. Milestone Dates applicable to the schedule for the RFP Process and the Supply Contract (if the CIB makes an award), are listed below. Such Milestone Dates may be modified and amended from time to time by the CIB, as set forth in a written Addendum provided to all prospective Offerors.

- Publish Notice of RFP — September 22, 2023 & September 29, 2023
- Mandatory Pre-Proposal Meeting — October 3, 2023 at 10:00 A.M.

• Deadline for Submittal of Questions to CIB regarding the RFP Documents and/or Requests for Substitution	October 6, 2023 at 5:00 P.M.
• Deadline for CIB to provide responses to Questions and/or Requests for Substitutions	October 11, 2023
• Deadline for submittal of Proposals to CIB	October 16, 2023 at 2:00 PM
• Notification to Offerors of Interview Schedule (if CIB elects to conduct interviews or otherwise engage in discussions with certain Offerors)	October 18, 2023
• Dates for Potential Interviews	October 24, 2023
• Award of Contract	November 10, 2023
• Completion of Required Submittals	December 5, 2023
• Commence On-Site Installation of Parking Equipment	March 18, 2024
• Substantial Completion of Procurement	May 17, 2024

11. PREPARATION AND SUBMISSION OF PROPOSALS

Each Offeror shall submit its Proposal using the Proposal Form included in the RFP Documents (Section 00300), with all blanks to be appropriately filled in. Each Offeror shall also provide with its Proposal all other documents and information as set forth in Section 19 below.

The Proposal (including all other documents and information) shall be submitted in a sealed envelope addressed to the attention of the CIB's Representative (as designated in the RFP Documents), and shall be delivered to the Administrative Offices of the CIB, located in the Indiana Convention Center, 100 South Capitol Avenue, Indianapolis, Indiana 46225. The transmittal envelope shall be sealed and clearly marked in the lower left hand corner with the following notation:

Sealed Proposal – Parking Equipment

Proposals which are delivered by mail or express delivery shall be enclosed in a second envelope to avoid accidental opening of the sealed Proposal.

Each Offeror shall be responsible to see that its Proposal is submitted to and received by the CIB no later than the indicated date and time for submittal of Proposals as set forth in the RFP and in Section 10 above. Failure to timely submit a Proposal shall be grounds for rejection by the CIB, in which case the rejected Proposal shall be returned to the Offeror unopened. Proposals will be opened in accordance with I.C. 5-22-9-4, to avoid disclosure to competing Offerors during the process of clarification, evaluation and negotiation, if any.

12. WITHDRAWAL OF PROPOSALS

Proposals that have been submitted early may be withdrawn by written request delivered by the Offeror to the CIB's Representative, so long as such request is made prior to the deadline for the submittal and opening of Proposals. A Proposal that has been timely withdrawn may be resubmitted, but only if the revised Proposal is delivered to the CIB in advance of the submittal deadline. A Proposal may not be

withdrawn, modified or cancelled after the deadline for submittal of Proposals and shall remain valid, for the CIB's consideration and potential award of a Supply Contract, for sixty (60) days after Proposal deadline.

13. MULTIPLE PROPOSALS

More than one Proposal from an individual, firm, partnership, corporation or association under the same name or different names will not be considered. Should CIB have reasonable grounds to believe that an Offeror has an interest in more than one Proposal, the CIB may reject all Proposals in which such Offeror is believed to be interested.

14. REVIEW AND REQUEST FOR INFORMATION

The CIB may make such investigation as it deems necessary to determine if the Offeror is responsible and if the Proposal has been submitted in accordance with and includes all information required by the RFP and the RFP Documents. The Offeror shall furnish to the CIB all such information and data for this purpose as the CIB may request.

If requested, the Offeror shall furnish to the CIB a letter from its insurance company (or companies) confirming that the insurance coverages and limits required by the RFP Documents can be provided, should the Supply Contract be awarded to the Offeror.

An Offeror that is a foreign corporation must be registered with the Indiana Secretary of State to do business in Indiana and shall provide evidence that such registration is in place (and is in good standing) if requested by the CIB.

15. COLLUSION/FALSE ENTRIES/OMISSIONS

If the CIB has reasonable grounds to believe that collusion exists among two or more Offerors, the Proposals submitted by those Offerors shall be rejected and the CIB shall have authority to either terminate the current RFP and to recommence the Procurement process at a later date, or the CIB may proceed with the current RFP after rejecting the Proposals of all Offerors believed to be involved in collusion. The CIB shall also have discretion to preclude those involved in such collusion from participating in future RFPs that are issued or contracts that are awarded by the CIB, whether related to the current Procurement or a different procurement.

Should an Offeror include false information in its Proposal, that will be deemed a material irregularity and will be grounds, at the CIB's discretion, for rejection of such Proposal.

Failure of an Offeror to completely fill out the Proposal Form constitutes an irregularity and will be grounds, at the CIB's discretion, for rejection of such Proposal.

16. REJECTION OF PROPOSALS

The CIB reserves the right to reject any and all Proposals and to waive any irregularities and informalities in the RFP Process.

17. EXECUTION OF SUPPLY CONTRACT

To the extent a Supply Contract is awarded it will be to the Offeror whose Proposal, after considering the Evaluation Criteria set forth in Section 20 below, is determined to be the most advantageous to the CIB. The Offeror to whom the CIB awards the Supply Contract shall execute and return the Supply Contract to the CIB, along with other documents and information required by the RFP Documents or the Supply Contract (Certificates of Insurance, etc.), within five (5) days of the CIB notifying the Offeror of the award.

Failure to return the Supply Contract correctly executed and/or to provide all other required information within five (5) days, without written extension by the CIB, shall be grounds, at the CIB's discretion, for withdrawal of the award to the Offeror.

18. SALES TAX

This Procurement is exempt from Indiana sales tax, pursuant to IC 6-2.5-5-16. A copy of the CIB's General Sales Tax Exemption Certificate is included as part of the RFP Documents.

19. REQUIRED SUBMITTALS IN RESPONSE TO RFP

Each Offeror shall submit two (2) hard copies of its Proposal and one electronic copy (i.e. thumb drive, CD-ROM, or other compatible memory device) that includes the full Proposal. The Proposal must be organized in a logical manner so that the CIB can quickly find all pertinent information. Proposals shall include the following information in ***a clear, comprehensive and concise manner.***

Section 1 – Proposal Form and Price

1.1 Each Offeror must complete and submit a written Proposal, utilizing the Proposal Form included in the RFP Documents (Section 00300). Each Offeror is required to provide its pricing proposals for both Base Price # 1 and Base Price # 2. Failure to provide pricing proposals for both may be grounds for CIB to reject the Proposal in its entirety.

1.2 The prices set forth in the Proposal Form shall include both: (i) all costs to be paid by the CIB for the supply, sale, delivery, installation, testing, commissioning and a one-year post installation warranty, and; (ii) all costs to be paid by the CIB over a five year period following installation for software maintenance and required third party integration fees, including but not limited to Ticketmaster, all as required by and consisted with the RFP and the RFP Documents.

1.3 Offerors shall acknowledge receipt in its Proposal Form of all Addenda as issued by the CIB with respect to the RFP, by identifying the number and date of all Addenda in the space provided on the Proposal Form (if no Addenda have been issued, the Offeror shall insert "NONE" in the appropriate section of the Proposal Form).

1.4 By submitting a Proposal, the Offeror acknowledges that it has taken steps necessary to ascertain all requirements set forth in the RFP and RFP Documents and that it is committing, in accordance with those requirements, to supply, sell, deliver, install, test and commission the Procurement for the price(s) set forth in the Proposal and as required by and consistent with the RFP and RFP Documents, should the CIB accept the Proposal and award a Supply Contract based thereon.

Section 2 – Statement of Qualifications

The Offeror shall submit with its Proposal (either as an attachment to the Proposal Form or as a separate document) a Statement of Qualifications. The Statement of Qualifications shall be no more than five (5) pages long and shall outline the Offeror's background, qualifications and experience to properly undertake and timely complete the Procurement in accordance with the requirements of the RFP Documents. The Statement of Qualifications shall specifically describe Offeror's experience over the last two years of installing parking equipment and systems in multi-level garages and large surface lots with three (3) or more entry points.

Section 3 – Financial Statements

Each Offeror shall provide an audited or reviewed copy of the Offeror's most recent financial statement for consideration by the CIB.

20. EVALUATION CRITERIA

The following evaluation criteria will be used to evaluate all Proposals that have been timely submitted and are determined to be reasonably susceptible of being selected for award.

1. Purchase Price. The prices proposed by Offeror in the Proposal Form.

2. Qualifications and Previous Experience. The extent of an Offeror's qualifications and experience in providing products, equipment, materials, systems and services similar to those set forth in the RFP Documents, including Offeror's experience within the last two years of installing systems in multi-level parking garages and large surface lots with three (3) or more entry points.

3. Compliance to RFP Requirements. The extent to which the Offeror, in preparing and submitting its Proposal, has complied with the requirements of the RFP Documents;

4. Compliance with Technical Requirements. The extent to which the Offeror's Proposal, including the proposed equipment and systems designated and described therein, meet or exceed the Technical Requirements listed in Section 00600 of the RFP Documents.

5. Local Support. The extent to which an Offeror demonstrates that local support, using manufacturer trained personnel, will be provided through the delivery, installation, testing, commissioning, post acceptance warranty period and during the duration of any service or maintenance agreements covering the Procurement or portions thereof.

6. Value. The value for money as determined by CIB.

7. Financial Strength. CIB's assessment of the financial stability of the Offeror.

All of the Evaluation Criteria listed above shall be considered collectively in reaching a determination and the CIB believes the Evaluation Criteria are of comparable importance. Pricing will be considered in this evaluation but will not, in and of itself, be determinative of the selection process.

21. SELECTION

The CIB will evaluate the Proposals consistent with the RFP Documents and in accordance the Evaluation Criteria set forth in Section 20 above and, if a Supply Contract is awarded, that award shall be made to the Offeror whose Proposal is determined to be in the best interests of and the most advantageous to the CIB.

SECTION 00300 – PROPOSAL FORM

PARKING EQUIPMENT

TO: Capital Improvement Board of Managers of Marion County ("CIB")
c/o Indiana Convention Center
100 South Capitol Avenue
Indianapolis, Indiana 46225
Attention: Tom Boyle, Director of Operations

Offeror's Name: _____
Offeror's Full Address: _____
_____

Offeror is a ____ Individual, ____ Partnership, ____ Corporation, ____ Joint Venture or _____ (Other, please state) organized and existing under the Laws of _____.

To be considered responsive, a foreign corporation must be registered with the Indiana Secretary of State to do business in Indiana and that registration must be in good standing.

The Offeror, in response to the Request for Proposal (RFP) for the above referenced Procurement, has examined the RFP Documents and is familiar with the requirements of and all terms and conditions applicable to the RFP Process and the Procurement. Offeror does hereby propose, in consideration for the price(s) set forth below, to supply, sell, furnish, deliver, install, test and commission the Procurement and, thereafter, to warrant and provide maintenance agreements covering the Procurement, all in accordance with the information and requirements set forth in the RFP Documents, consistent with the representations made by Offeror in this Proposal Form (and in all materials transmitted with this Proposal) and in accordance with the time period set forth in the RFP Documents.

Offeror understands that the CIB reserves the right to reject any or all Proposals, to waive any irregularities or informalities in the RFP Process and to hold discussions with Offerors in accordance with the RFP Documents.

Offeror acknowledges receipt of the following Addenda (if no Addenda were issued, state "None") and represents that any additions or modifications to, or deletions from, the RFP or the RFP Documents called for in these Addenda have been included in the price(s) proposed below.

Addendum _____ Date _____
Addendum _____ Date _____
Addendum _____ Date _____
Addendum _____ Date _____

BASE PRICE # 1-- Delivery, Installation and One-Year Warranty

Offeror proposes to undertake and fully perform the delivery and installation of the Procurement (in accordance with all requirements set forth in the RFP Documents) for the following price, which includes the cost of all equipment, material, labor, supplies, services, freight, delivery, installation, testing, commissioning and a one-year post-installation warranty (as set forth in and required by the RFP Documents) including all of Supplier's administrative costs, overhead and profit.

BASE PRICE: $_____

_____
(words)

BASE PRICE # 2 – Five-Year Software Maintenance and Third Party Integration Fees

Offeror proposes to provide, for five years following installation of the Procurement, all software maintenance and required third party integration fees, including but not limited to Ticketmaster (as set forth in and required by the RFP Documents) and including all of Supplier's administrative costs, overhead and profit, for the total price set forth below (with this price allocated to and to be paid in annual partial payments over the five year period as set forth in Exhibit 1 attached hereto).

BASE PRICE: $_____

_____

(words)

ATTACHMENTS

Consistent with Section 19 of the RFP Process/Instructions to Offerors, Offeror shall submit with this Proposal Form its Statement of Qualifications, including its experience over the last two years in installing parking equipment and systems in multi-level parking garages and large surface lots with three (3) or more entry points, and its Financial Statements

Offeror certifies that all information contained in, attached to or submitted with this Proposal is true and accurate. Offeror also confirms that CIB may review and rely upon such information in its consideration of this Proposal and in its award of the Supply Contract, if this Proposal (after discussion and taking into account best and final offers, if any) is determined to be in the best interest of and most advantageous to the CIB, considering price and the other evaluation criteria set forth in the RFP Documents.

ADDITIONAL DECLARATIONS

Offeror certifies for itself (and for all its sub-consultants and subcontractors, if any) compliance with existing laws of the City of Indianapolis, the State of Indiana and the United States regarding prohibition of discrimination in employment practices on the basis of race, religion, color, sex, sexual orientation, gender identity, disability, national origin, disabled veteran status and Vietnam-era veteran status. Offeror further certifies that it (a) has formulated its own Affirmative Action Plan for the recruitment, training and employment of minorities and women, including goals and timetables; and (b) strongly encourages the use of small businesses, minority-owned businesses, women-owned businesses and veteran-owned businesses in its operation.

The Offeror certifies that it has thoroughly reviewed the RFP Documents (including all Addenda, if any) and has had the opportunity to pose questions and obtain interpretations or clarifications concerning the RFP Documents.

It is the CIB's policy to purchase materials and supplies manufactured in the United States. If any supply or material being proposed by Offeror is not manufactured in the United States, please identify the item below, or in an attachment to this Proposal Form, including the country or countries where such supply or material has been or would be manufactured and confirm, consistent with I.C. 5-22-15-24.2, that such item has not or would not be made using forced labor.

_____
_____
_____

It is acknowledged that CIB will review the items listed above, if any, and will determine, in accordance with I.C. 5-22-15-21, whether the CIB's policy for procurement of materials and supplies manufactured in the United States will be waived.

Offeror certifies that any steel products used in the manufacture of any equipment or material proposed by Offeror shall be manufactured in the United States, unless one of the exceptions set forth in I.C. 5-22-15-25(d) applies.

Offeror understands and agrees that this Proposal shall remain open and shall not be withdrawn or modified for a period of sixty (60) days following the date for submittal of Proposals as set forth in the RFP Documents. If notified by the CIB of the acceptance of this Proposal and the CIB's intent to award a Supply Contract within that sixty (60) day period, the undersigned Offeror shall within five (5) days of receiving that notice: (i) promptly execute and return the Supply Contract to the CIB; (ii) provide evidence of the insurance coverages and limits as required by the RFP Documents; and (iii) provide any other information required by the RFP Documents.

Offeror also understands and agrees that the CIB reserves the right to reject all Proposals received and elect not to proceed with the Procurement (or to postpone the Procurement to a later date) if the CIB determines that to be in its best interest.

NON-COLLUSION AFFIDAVIT

The undersigned Offeror or its agent, being duly sworn on oath, says that he or she has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him or her, entered into a combination, collusion or agreement with any other person relative to the price to be proposed by anyone with respect to the current Request for Proposals, nor to prevent any person from submitting a Proposal, nor to induce anyone to refrain from submitting a Proposal; and that this Proposal is made without reference to any other Proposal and without agreement, understanding or combination with any person in reference to such Proposal.

The undersigned further says that no person or persons, firms or corporations has, have or will receive, directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Procurement.

OATH AND AFFIRMATION

I affirm, under penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated this _____ day of _____, 20___.

_____
(Name of Organization)

_____
(Full Address)

BY: _____
Printed Name: _____
Title: _____
Telephone: (_____) _____

ACKNOWLEDGEMENT

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____
SS:
COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20___.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

EXHIBIT 1

Allocation of and Payment Schedule for the Five Year Software Maintenance and Third Party Integration Fees

Virginia Ave Garage

Hardware - BASE BID	Each	Total	Notes
Level 2			
Lane 1 Entry			
Lane 2 Entry			
Lane 3 Entry			
Lane 4 Reversible			
Lane 5 Reversible			
Lane 6 Exit			
Lane 7 Exit			
Sheriffs Lot			
Entry Lane			
Exit Lane			
Triangle Lot			
Entry Lane			
Exit Lane			
Vale Exit Lane			
20 Space Lot			
Entry Gates			
Exit Gates			
Hardware Subtotal - BASE BID		-	

Software	Quantity	Each	Total	Notes
Software Subtotal - 5 year payment spread			-	

Installation	Quantity	Each	Total	Notes
Installation Subtotal			-	

Implementation	Quantity	Each	Total	Notes
Implementation Subtotal			-	

Custom	Quantity	Each	Total	Notes
Custom Subtotal			-	

Warranty	Quantity	Each	Total	Notes
Warranty Subtotal			-	

Grand Total (5 yr software included)	-

Lucas Oil Stadium

Hardware - BASE BID	Each	Total	Notes
Lot A			
Entry 1			
Exit 1			
Entry 2			
Exit 2			
Exit 3			
Lot B			
South Street Booth Entry			
South Street Booth Exit			
Lot B Timed Entry			
Lot B Free Out			
Lucas Oil			
Gate 1 Entry			
Gate 1 Exit			
Gate 2 Exit			
Gate 3 Entry			
Gate 3 Exit			
Gate 5 Entry			
Gate 5 Exit			
Gate 6 Entry			
Gate 6 Exit			
Gate 7 Entry			
Gate 7 Exit			
Gate 8 Exit			
Gate 10 Exit			
Gate 11 Exit			
Hardware Subtotal - BASE BID		-	

Software	Quantity	Each	Total	Notes
Software Subtotal - 5 year payment spread			-	

Installation	Quantity	Each	Total	Notes
Installation Subtotal			-	

Implementation	Quantity	Each	Total	Notes
Implementation Subtotal			-	

Custom	Quantity	Each	Total	Notes
Custom Subtotal			-	

Warranty	Quantity	Each	Total	Notes
Warranty Subtotal			-	

Grand Total (5 yr software included)	-

SECTION 00400 – SUPPLY CONTRACT

This Supply Contract ("Contract") is made and entered into this ____ day of _____, 2023, by and between the Capital Improvement Board of Managers of Marion County ("CIB") and _____ ("Supplier").

RECITALS:

WHEREAS, the CIB is a political subdivision organized and existing under the laws of the State of Indiana for, among other purposes, the financing, constructing, equipping, operating and maintaining of capital improvements;

WHEREAS, the CIB previously issued a Request For Proposal dated September 22, 2023 (including RFP Documents as referenced and defined therein), soliciting Proposals for the supply, sale, delivery, installation, testing and commissioning of designated Parking Equipment for certain parking lots and parking facilities owned and/or operated by CIB in Indianapolis, Indiana, including post installation warranties, service, maintenance obligations and integration fees (hereafter collectively the "Procurement");

WHEREAS, the Proposal submitted by the Supplier in response to the RFP was found to be in the best interest of and most advantageous to the CIB, considering price and the other evaluation criteria set forth in the RFP Documents, and the CIB awarded the Procurement to the Supplier; and

WHEREAS, consistent with the Proposal submitted and CIB's award, Supplier shall undertake, provide and perform the Procurement, all in accordance with and subject to this Contract and the RFP Documents.

NOW, THEREFORE, the CIB and Supplier enter into this Contract in consideration of and subject to all terms and conditions as set forth herein, including all of the Recitals which are incorporated as a part of this Contract.

1. All capitalized terms in this Contract shall be as defined in the RFP Documents, unless otherwise expressly defined herein.

2. The RFP Documents are incorporated into and made a part of this Contract by reference. This Contract and the RFP Documents are to be read in conjunction with and as supplements to one another and shall hereafter collectively be referred to as the "Contract Documents." However, in the event of any direct conflict between a specific term or condition of this Contract and an RFP Document, this Contract shall prevail and control as to that specific term or condition.

3. For and in consideration of the Supplier's supply, sale, delivery, installation, testing and commissioning of all supplies, materials and/or equipment which are part of the Procurement and Supplier providing of a one-year post installation warranty for the Procurement, all as required by and consistent with the Contract Documents, CIB shall pay to Supplier the lump sum "Contract Amount" of _____ Dollars ($_____). Fifty percent (50%) of the Contract Amount to be billed and paid following successful completion of the submittal process and prior to ordering of the equipment, with the remaining fifty percent (50%) balance of the Contract Amount to be billed and paid upon successful commissioning and acceptance of the Procurement.

In addition to the Contract Amount set forth above and for and in consideration of the Supplier providing five (5) years of post installation software maintenance and five (5) years of required post installation third party integration fees, all as required by and consistent with the Contract Documents, CIB shall pay to Supplier the "Post Installation Amount" in the total of _____ Dollars ($_____), with partial billings and payments of the Post Installation Amount to be made on an annual basis over the five year period following commissioning and acceptance of the Procurement, consistent with the allocation of and payment schedule for the Post Installation Amount set forth in Exhibit A attached hereto.

The procedure for billings and payments shall be in accordance with Section 5 below.

4. The effective date of this Contract shall be as set forth above. Supplier shall undertake and perform the Procurement consistent with the following milestone dates/scheduling:

- Completion of Required Submittals — December 5, 2023
- Commence On-Site Installation of the Procurement — March 18, 2024
- Attain Substantial Completion of the Procurement — May 17, 2024

Substantial Completion shall be the date that all equipment, materials and other supplies that make up the Procurement have been installed, tested, commissioned and are fully operational, so that CIB can assume use and operation of the Procurement for its intended purpose.

5. Supplier shall submit its applications for payment to the CIB by the fifteenth (15th) day of the applicable month, consistent with the payment schedule set forth in Section 3 above. All applications for payment must be reviewed and approved by the CIB's Board of Managers in accordance with Indiana law applicable to public boards. The CIB's regularly scheduled monthly meeting is typically held on the second Friday of each month. If an application for payment is submitted to the CIB on or before the fifteenth (15th) day of the month, it will be reviewed and processed by the CIB's staff and considered at the next month's scheduled meeting of the Board of Managers. Payment of the approved portion of the application for payment shall be made within seven (7) business days following the Board of Manager's meeting. If an application is not received by the CIB on or before the fifteenth (15th) day of the month, the CIB's staff may not be able to complete the review and processing to allow the application for payment to be considered at the Board of Manager's meeting held the immediately following month, in which case the application will be considered at the subsequent month's Board of Managers meeting. If the CIB disagrees with the amount requested in an application for payment, it shall notify the Supplier in writing and make payment on all amounts which are not in controversy. The amount withheld shall be paid once the dispute is resolved.

6. Supplier warrants that title to all supplies, materials and equipment covered by an application for payment will pass to the CIB no later than the date of payment by the CIB. If requested by the CIB, Supplier shall provide with each application for payment an Affidavit and Partial Waiver and Release of Claims for Payment (on a form approved by the CIB) which will become effective upon CIB's payment of the corresponding application for payment.

7. To the fullest extent permitted by law, Supplier shall indemnify and hold harmless the CIB, the Indiana Stadium and Convention Building Authority ("ISCBA"), the Indiana Office of Management and Budget ("OMB"), the Indianapolis Colts Inc. ("Colts"), Pacers Basketball LLC ("Pacers"), the City of Indianapolis, Indiana ("City") and their respective board members, officers, employees and agents ("Indemnitees") from and against all claims, damages, causes of action, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from performance of this Contract, provided that such claim, damage, cause of action, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (including the loss of use resulting therefrom); and (2) is caused in whole or in part by any negligent act or omission of Supplier, its employees, vendors, subcontractors, or anyone directly or indirectly employed by any of them or by anyone for whose acts Supplier is liable, and regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. The Supplier shall also pay all royalties and licensee fees applicable to the manufacture, sale, delivery and/or use of the supplies, equipment and/or materials covered by this Contract. Supplier shall defend suits or claims for infringement of copyrights, patent rights or other intellectual property rights related to or arising from the manufacture, sale, deliver and/or use of such supplies, material or equipment and shall indemnify and hold the Indemnities harmless from any claims, damages or expenses, including reasonable attorney's fees, which relate thereto. In claims against one or more of the Indemnitees by an employee of the Supplier (or by an employee of its vendor, subcontractor or anyone else for whose acts the Supplier is responsible), the indemnification obligation as set forth above shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the Supplier (or by or for its vendor, subcontractor or others for whom Supplier is responsible) under workers' compensation acts, disability benefit acts or other employee benefit acts.

8. Supplier warrants to the CIB that the supplies, materials and equipment furnished and installed under this Contract will be of good quality and new, that the installation will proceed consistent with the Contract Documents and in a workmanlike manner and that the Procurement, once complete, will be free from faults and defects and will

conform to the requirements of the Contract Documents. Supplies, materials or installation labor not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. All additional warranties, service and maintenance obligations as required by the Contract Documents shall also be provided by Supplier and shall commence at Substantial Completion of the Procurement.

9. If the supplies, materials or equipment provided pursuant to this Contract, or the labor or workmanship provided during installation, are found to be defective within one (1) year following Substantial Completion of the Procurement, the Supplier shall correct or replace the effective supplies, materials or equipment, and correct or replace defective labor or workmanship, at no cost to CIB, promptly after receiving written acceptance of such condition. The Supplier's obligation hereunder excludes remedy for damage or defect caused by abuse of parties other than Supplier, by improper or insufficient maintenance performed by parties other than Supplier or for normal wear and tear under normal usage. The one (1) year period referenced herein applies only to the obligation of Supplier to correct defective work and does not consistent a statute of limitations or otherwise bar CIB from enforcing other obligations of the Supplier, including the warranty, service and maintenance obligations of the Supplier set forth in Section 9 and as required by the Contract Documents.

10. Supplier shall purchase and maintain at least the minimum coverages, limits and terms of insurance set forth below, as will provide protection for claims that may arise out of or result from the performance of this Contract and other activities provided by Supplier, its employees, vendors, subcontractors, consultants or other parties, if any, for whom Supplier is responsible.

- **Workers Compensation** — Statutory Requirement

- **Employer's Liability**

Bodily Injury by Accident	$500,000/each accident
Bodily Injury by Disease	$500,000/policy limits
Bodily Injury by Disease	$500,000/each employee

- **Commercial General Liability**

General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$2,000,000
Personal Injury (with Employment Exclusion Deleted) and Advertising Injury	$1,000,000
Each Occurrence Limit	$1,000,000
Damages to Rented Premises	$100,000

Coverage provided by this policy shall include contractual coverage for liability assumed by contract. Products/Completed Operations Coverage shall be maintained for two (2) years following completion of the Procurement and Supplier shall provide a Certificate of Insurance showing that this coverage remains in effect with its application for final payment of the Contract Sum. (Endorsement providing additional insured status for ongoing Products/Completed Operations shall be ISO Forms CG 20 10 11 85, or a combination of ISO Forms CG 20 10 10 01 and CG 20 37 01, or substitute forms approved by the CIB, in writing, which provide equivalent coverage).

- **Automobile** (for all owned, non-owned and hired vehicles, as well as uninsured and underinsured vehicles)

Combined Single Limit	$1,000,000

- **Umbrella/Excess** Separate Umbrella policy (written in excess of the Commercial General Liability, Employer's Liability and Auto policies on a follow form basis).

General Aggregate	$2,000,000
Each Occurrence	$2,000,000

- **Cyber Liability Insurance** In an amount of not less than $2,000,000 per claim and in the aggregate. Such policy shall include coverage for cyber liabilities, including network security and privacy liability, related fines and penalties imposed, as well as the cost of notifying individuals of a security or data breach, the cost of credit monitoring services and any other causally related crisis management expense for up to one (1) year. Coverage shall be maintained for a period of two (2) years following expiration or termination of this Contract. Additionally, such policy shall cover consequential or vicarious liabilities (e.g. claims brought against CIB, ISCBA, OMB, Colts, Pacers, City and their respective officers, directors, board members, agents and employees due to the wrongful acts and failures committed by Supplier) and direct losses (e.g., claims made by CIB, ISCBA, OMB, Colts, Pacers, City and their respective officers, directors, board members, agents and employees against Supplier for financial loss due to Supplier's acts or failures). This policy shall have the "Insured v. Insured" exclusion amended to allow an Additional Insured to bring a claim against the Named Insured.

Supplier's Worker's Compensation, Employer's Liability, Commercial General Liability, Automobile and Umbrella/Excess policies shall be endorsed to provide waiver of subrogation in favor of CIB, ISCBA, OMB, Colts, Pacers, City and their officers, board members, employees, agents and representatives.

The CIB, ISCBA, OMB, Colts, Pacers, City and their officers, board members, employees, agents and representatives shall be added as additional insureds to the Supplier's Commercial General Liability, Automobile and Umbrella/Excess policies.

The coverage provided by the Supplier's insurance as set forth herein shall be primary and noncontributory (including Supplier's Umbrella/Excess policy to be exhausted vertically above Supplier's Commercial General Liability, Employer's Liability and Automobile policies), with any and all insurance maintained by the CIB, ISCBA, OMB, Colts, Pacers or City to be excess of Supplier's insurance as specified and required above.

All required insurance shall be procured from insurance companies authorized to do business in the State of Indiana and having an A.M. Best Rating of A- (or better). Upon execution of this Contract, Supplier shall deliver to CIB a Certificate or Certificates of Insurance evidencing that the required coverages, limits and terms of insurance are in effect. If one or more of the policies providing the required coverages, limits and terms of insurance set forth above expire or renew during the term of this Contract, an updated Certificate of Insurance shall be provided by the Supplier to the CIB, at least ten (10) days before the expiration or renewal of the existing policy, confirming that the required coverages, limits and terms of insurance will remain in place under either a renewal of the existing policy or the procurement of a new policy. CIB shall also have the right at any time during the term of this Contract (and during any period in which extended coverage is required) to periodically request that an updated Certificate or Certificates of Insurance be provided to confirm that the required coverages, limits and terms of insurance remain in effect. Supplier shall provide such updated Certificate or Certificates within ten (10) days of receiving such request. If Supplier fails to timely provide a Certificate or Certificates of Insurance as required herein, the CIB may suspend payments due to the Supplier until the required evidence of insurance is provided.

11. This Contract may be terminated by either party upon not less than seven (7) days written notice should the other party fail substantially to perform in accordance with the terms of this Contract through no fault of the party initiating the termination. Termination for cause under this provision shall not be allowed if the failure to perform is cured within the seven (7) day period or if within such period the defaulting party commences and thereafter continuously proceeds with all reasonable action to cure the failure to perform in a reasonable period of time. In the event of termination for cause, the defaulting party shall be responsible for all costs, claims, damages and expenses incurred by the other party as a result of its breach of contract, including all reasonable attorney fees.

12. During the term of this Agreement, Supplier shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, disabled veteran status and/or Vietnam Era status. Supplier's agrees to abide by all local, state and federal laws, rules and regulations which apply to employment related matters, including, but not limited to, prohibitions against discrimination. Supplier's failure to adhere to the requirements set

forth herein shall be considered a material breach of this Contract and grounds for termination of the Contract by the CIB.

13. The parties shall endeavor to resolve any claims or disputes which may hereafter arise relating to the Procurement, this Contract or the breach thereof, by mediation. The mediator shall be selected by mutual agreement of the parties and, if an agreement cannot be reached, the mediator shall be selected and the mediation shall be administered by the American Arbitration Association, in accordance with its Commercial Industry Mediation Procedures in effect on the date of this Contract. A request for mediation shall be made in writing, delivered to the other party to this Contract and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of litigation but, in such event, mediation shall proceed in advance of litigation, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. Any claim not resolved by mediation, shall be heard and decided in litigation by a Court which sits in Marion County, Indiana. In the event a claim is decided by a judgment in litigation, the prevailing party shall be entitled to recover its reasonable attorney's fees, expert costs, witness fees, court costs and other litigation expenses which it incurred in prosecuting or defending the claim.

14. This Contract represents the entire and integrated agreement between the CIB and Supplier with respect to the Procurement identified herein and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written agreement signed by both CIB and Supplier.

15. This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. An electronic or facsimile signature of any party shall be considered to have the same binding effect as an original signature.

16. This Contract shall be governed by and construed in accordance with the procedural and substantive laws of the State of Indiana, without reference to Indiana's choice of law principals.

17. Supplier shall, during the term of this Contract and for a period of three (3) years following completion of the Procurement, maintain all applicable books and records relating to the Procurement. CIB shall have the right, at any time during this period, to review and/or audit the books and records of the Supplier applicable to the Procurement. The CIB may conduct such review by its own employees or the CIB may elect to retain an auditor, accountant or other consultant to conduct such review or to audit such books and records. Supplier agrees to fully comply with the CIB's review and/or audit, including making available its books and records applicable to the Procurement and/or this Contract during normal working hours at no cost to the CIB.

18. This Contract is to be read and interpreted in conjunction with the terms and conditions of any Exhibits attached hereto or any other document specifically incorporated herein by reference. However, in the event that any term or condition of an Exhibit hereto, or another document included by reference, is inconsistent or in conflict with the terms and conditions contained in this Contract, then the terms and conditions of this Contract shall take precedence as to such inconsistency or conflict and shall control and govern the rights, duties and obligations of the parties.

This Contract is entered into as of the date and year first written above.

CAPITAL IMPROVEMENT BOARD OF MANAGERS OF MARION COUNTY	SUPPLIER
Printed:_____	Printed:_____
Title:_____	Title:_____

SECTION 00500 – CIB'S GENERAL SALES TAX EXEMPTION CERTIFICATE

Form ST-105
State Form 49065
(R5 / 6-17)

Indiana Department of Revenue

General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of *Utilities*, *Vehicles*, *Watercraft*, or *Aircraft*.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue. A valid certificate also serves as an exemption certificate for (1) county innkeeper's tax and (2) local food and beverage tax.

Section 1 (print only)

Name of Purchaser: Capital Improvement Board Of Managers

Business Address: 100 S. Capitol Avenue City: Indianapolis State: IN ZIP Code: 46225

Purchaser must provide minimum of one ID number below.*

Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate.

TID Number (10 digits): 0020536160 - LOC Number (3 digits): 011

If not registered with the Indiana DOR, provide your State Tax ID Number from another State
***See instructions on the reverse side if you do not have either number.**

State ID Number: _____ State of Issue: _____

Section 2

Is this a ☑ blanket purchase exemption request or a ☐ single purchase exemption request? (check one)

Description of items to be purchased: _____

Section 3

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

☐ Sales to a retailer, wholesaler, or manufacturer for **resale** only.

☐ Sale of manufacturing machinery, tools, and equipment to be used directly in direct **production**.

☐ Sales to **nonprofit organizations** claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)

☐ Sales of tangible personal property predominately used (greater then 50 percent) in providing **public transportation** - provide USDOT Number. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a **school bus operator**, must provide their SSN or FID Number in lieu of a State ID Number in Section 1.

USDOT Number: _____

☐ Sales to persons, occupationally engaged as farmers, to be used directly in production of **agricultural** products for sale. **Note:** A farmer not possessing a State Business License Number may enter a FID Number or a SSN in lieu of a State ID Number in Section 1.

☐ Sales to a **contractor** for exempt projects (such as public schools, government, or nonprofits).

☑ Sales to **Indiana Governmental Units** (agencies, cities, towns, municipalities, public schools, and state universities).

☐ Sales to the **United States Federal Government** - show agency name. _____
Note: A U.S. Government agency should enter its Federal Identification Number (FID) in Section 1 in lieu of a State ID Number.

☐ Other - explain. _____

Section 4

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (*either negligent or intentional*), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser: _____ Date: January 3, 2023

Printed Name: Timothy M. Kuehr Title: CFO

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.
Seller must keep this certificate on file to support exempt sales.

SECTION 00600 – TECHNICAL REQUIREMENTS

CIB Project Scope/Theory

Contractor to install proposed parking system. This system is to cover the Virginia Ave. Garage and the Lucas Oil Stadium surface lots. The system is to be credit card only, with credit card/pay-on-entry capabilities and have Ticketmaster integration. Contractor will also be responsible to remove and dispose of all existing equipment.

Virginia Ave:

Virginia Ave. has three distinct Revenue Lots/areas (2nd Floor, Sheriff's Lot, and Triangle Lot) with an additional 20-space lot that is not tied into the system. The base bid includes readers to be able to read current cards (sample card provided to confirm card format/reader compatibility). Include pricing to install a pedestal and CIB-provided reader for CIB card access.

2nd Floor:

2nd Floor Lot to consist of 7 total lanes: 3 entry lanes, 2 reversible lanes, and 2 exit lanes. There will be a total of 5 ticket entry devices and 4 CC-only exit devices. All lanes will have gates with articulating arms and new loops for a total of 9 gates and 18 loops. Lanes 1 and 7 will include an external keypad to be used for key-code access.

Sheriff's Lot:

Sheriff's Lot to consist of 2 total lanes (1 entry lane, and 1 exit lane - 1 ticket entry device and 1 credit card only exit device). All lanes will have gates with straight arms and new loops for a total of 2 gates and 4 loops. Both lanes to include an external keypad to be used for key-code access.

Triangle Lot:

Triangle Lot to consist of 3 total lanes (1 entry lane, 1 exit lane, and 1 Valet Card Reader only lane - total of 1 ticket entry device, 1 credit card-only exit device, and 1 card reader only device). All lanes will have Gates with straight arms and new loops for a total of 3 gates and 6 loops. Both revenue lanes to include an external keypad to be used for key code access. The Valet Alley Exit requires a new 12' X 2 1/2' concrete island to be poured for mounting the equipment.

20 Spaces Lot:

20-Space Lot does not integrate into the proposed system. It consists of new gates for 2 total lanes (1 entry lane and 1 exit lane with clicker access only). All lanes will have Gates with straight arms and new loops for a total of 2 gates and 2 loops (safety loops only).

Lucas Oil Stadium (LOS) Lots:

LOS Lots consist of Lot A and Lot B, that are north of South Street, as well as 9 different Gates with access to various portions of the lots around the stadium. CIB is providing the readers and intercoms that will communicate back to their security office and will not be tied into the proposed platform. Base Bid includes revenue devices on entry (only for the revenue lots for pay on entry). Optional pricing to be given for revenue devices on the exits at these lots also.

Lot A:

Lot A to consist of 5 total lanes: 2 entry lanes and 3 exit lanes - for a total of 2 ticket entry devices and 3 Free-Exit Lanes. All lanes will have gates with straight arms and new loops. 2 of the exits will have 20ft arms for a total of 3 gates and 6 loops.

Lot B:

Lot B to consist of 4 total lanes: 2 entry lanes and 2 exit lanes. All lanes are gate only and not tied into the proposed system. All lanes will have gates with straight arms and new loops. 3 of the gates have 15ft arms and 1 has a 20ft arm (4 gates and 8 loops). Lot B Timed Entry Gate is to be setup on a timer to vend after a specified time following the South Street Booth Entry Gate vends.

Gate 1:

Gate 1 to consist of 2 total lanes: 1 entry lane and 1 exit lane - for a total of 1 ticket entry device and 1 Free-Exit lane with optional pricing for them to be revenue a lane. All lanes will have gates with 12' straight arms and new loops - for a total of 2 gates and 4 loops

Gate 2:

Gate 2 to consist of 1 free exit lane. Gate 2 will have gates with 12' straight arms and new loops, for a total of 1 gate and 2 loops.

Gate 3:

Gate 3 to consist of 2 total lanes: 1 entry lane and 1 exit lane. The entry lane is to be access control only and the exit is a free out. All lanes will have gates with 12' straight arms and new loops, for a total of 2 gates and 4 loops.

Gate 5:

Gate 5 to consist of 2 total lanes: 1 entry lane and 1 exit lane. The entry lane is to be access control only and the exit is a free out. All lanes will have gates with 12' straight arms and new loops, for a total of 2 gates and 4 loops.

Gate 6:

Gate 6 to consist of 2 total lanes: 1 entry lane and 1 exit lane - for a total of 1 ticket entry device and 1 Free-Exit lane. All lanes will have gates with 12' straight arms and new loops, for a total of 2 gates and 4 loops.

Gate 7:

Gate 7 to consist of 2 total lanes, 1 entry lane, and 1 exit lane, for a total of 1 ticket entry device and 1 Free-Exit lane. All lanes will have gates with 12' straight arms and new loops, for a total of 2 gates and 4 loops.

Gate 8:

Gate 8 to consist of 1 lane that is 24' wide with a CIB provided card reader/intercom on both entry and exit. Will have 2 gates with 12' straight arms and new loops, for a total of 2 gates and 2 oversized loops.

Gate 10:

Gate 10 to consist of 1 lane that is 24’ wide opening with free out gates. Gate 10 will have 2 gates with 12’ straight arms and new loops, for a total of 2 gates and 2 oversized loops.

Gate 11:

Gate 11 to consist of 1 lane that is 24’ wide opening with free out gates. Gate 11 will have 2 gates with 12’ straight arms and new loops, for a total of 2 gates and 2 oversized loops. Gate to include a keypad for access (requires a concrete pad to mount the keypad to).

Exclusions:

- Network and Internet by others
- Cabling by others
- Conduit by others
- Ground Penetrating Radar
- Owner will supply keypad and access control for Lot A, Lot B, and the Lucas Oil Lots. Specification sheets are attached.

Overview of System Parameters

1. Primary components of the Parking and Revenue Control System
    a. Shall be microprocessor based and provide for on-line communications.
    b. All programmable functions of the system shall be programmable from a cloud based central portal.
2. Facility Requirements
    a. Entrance and Exits
        i. Entrances to issue barcode parking ticket and print the entry information on the ticket. The ticket dispenser shall operate as a networked on-line unit.
        ii. Exits to accept machine-readable parking ticket. The exit device shall operate as a networked on-line unit.
    b. Required Features/Functions
        i. Ability to print receipts (exit) – In pre-pay the ticket present must show rate.
            1. Tickets should be thermal rolls of paper and not individual tickets.
        ii. Illuminated front panel for light up ticket throat.
        iii. Sound of operational activity indication such as ticket issue, card read successful.
        iv. Thermal printer required (all entrances and exits)
            1. Ability user defined text (all entrances and exits) and a preference for the ability to print graphics (logos) on the ticket by the entry device.
        v. Integrated card reader w/ color graphic LCD display that is programmable from the central portal or any workstations on the network. (All entrances and exits)
            1. Ability to display general messages to transient parkers and specific messages to an individual contact parker if needed.
        vi. Color graphic display (preference for touch screen) for entry and exits shall be able to display videos for branding, advertising, or general information.
        vii. Accepts credits cards upon entry and exit, with EMV P2PE credit carders readers.
            1. Rate must be programmable come the cloud based central portal.
        viii. Vandal Resistant finish. (All entrances and exits (
            1. Ability to wrap equipment for promotion, branding, etc.
        ix. Third Party Integrations:
            1. The system should allow for the purchase of the pre-paid third-party integrations to be allowed on the PARCS, with overstay payment capability at PIL or POF. Sporthero, Arrive, Parkmobile, and Ticketmaster integrations are required.
        x. Automatic backout and void ticket control. (Entrances)
            1. Backout
                a. If a patron backs out of the entrance lane taking the issued ticket the ticket dispenser shall open the parking gate. The ticket dispenser shall then signal the gate to close after a programmed time once the car has moved off the ticket dispenser arming loop.
                b. Invalid ticket data shall be recorded in the software host computer to prevent illegal use of that ticket.
                c. If the invalid ticket is presented at the exit or POF station the ticket should be either swallowed/retained or rejected and returned to the patron.
            2. Void

a. If a patron backs out of the entrance lane without taking the issued ticket, the ticket shall be automatically vaulted (or equivalent void ability) back into the ticket dispenser and voided with a printed mark on the barcode and within the database.

3. Lost ticket functionality
    a. If a customer presses the lost ticket button on the exit device a fee will be displayed and they can satisfy the fee with a credit card.
    b. A second option is for the operator to remotely select a fee and "push" the fee can be setup to be fixed priced associated with a lost ticket or the fee be variable based upon the operations requirement. (exits).

xi. QR Barcode (2d) reader shall be included and integrated with the entry or exit device and not aa a bolted/mounted add on reader device.
    1. QR Barcode reader is to be used for:
        a. Reservation systems – Specify any 3rd party or PARCS vendor proprietary reservation systems that you are interfaced with. Ticketmaster, Parkmobile, Spothero, Arrive
        b. E-Ticketing – Owner/operator shall have the ability to issue an electronic ticket to a contract parker or a group of contract parkers for entering and exiting the facility. This barcode can be a on the end-user's mobile device or printed off at home for use with the system.
        c. Barcode validation at exit.

xii. Construction: (All Entrances and Exits)
    1. Heavy-duty aluminum construction to prevent rust and corrosion.
    2. Ability to customize or brand aspects of the equipment, please describe the extent of the customization.
    3. Outdoor weather resistant – state operating ranges and conditions for the equipment (some equipment will be under cover, others will not)
        a. If not, resistant what solution does vendor provide for the equipment to operate in the elements.

xiii. Ticket Rolls (only) must hold a minimum of 3,000 tickets per roll.
    1. Ticket rolls should be rolls of thermal paper.

xiv. Printed ticket data:
    1. Machine (lane) number – Programmable option
    2. Ticket issue number
    3. Year, Month, Date, and Time
    4. Client Customization for heading – programmable option

xv. Encoded ticket data:
    1. Facility ID number
    2. Machine number
    3. Ticket issue number
    4. Month, Date, hour and minute of issuance

c. Parking Barrier Gate
    i. All Parking Gates Shall Me Magnetic Gates
    ii. Required Features and Functions:

1. The gates operational modes and features shall be programmable from the central portal or any workstation with license.
2. LED Lights shall be fixed to the gate showing red when the gate is lowered (closed) and green when the gate is raised (open).
3. Gates should be programmed to open and close within a total of 3 seconds once a ticket is vend, and after the safety loop is crossed.

d. On-stie validation printing or onsite validation
    i. The system shall allow for onsite validation.
    ii. Validations must be site specific and cannot be used in any other location.
    iii. Validations shall be able to provide a rate switch, percentage off or dollar discount
    iv. Must have interface with PARCS web/internet based electronic validation program.
    v. All tickets produced on site must be capable of being validated by chaser tickets, barcode, or via a web-based validation.
e. Revenue Control Software Package
    i. Required Features/Functions:
        1. Lane Equipment Program
            a. Definable face text to be printed on Short-Term Parking Tickets (e.g., adverts, advisory information, etc.)
            b. Ticket processing at exit points (retain, return, or offer)
            c. Allow/block exit of Entry Tickets, Cash Debit Cards, Credit Cards, and Parking Credit Cards with zero rate.
            d. Use of Debit Cards (allow/disallow payment of debit card[s] at exit points)
            e. Validation configuration (accept/reject validations)
        2. Password Access Level Programs
            a. Supports Active Directory
            b. Assigning of programs and functions to access level categories, based on own access level.
            c. Minimum of 4 basic access level categories
            d. Summary of programs and functions available on individual system devices
            e. Data filter option
        3. Reports Program
            a. Report Compilation:
                i. Customizable compilation of reports by means of the following add-on features: The following incorporating aspects of Transient, Monthly/Contract, and Validation summary and detail reporting.
                ii. Examples:
                    1. Lane/Device Reports (Total Revenue, Net Revenue, Sales, Means of Payment, Validation Providers, Lane Counts, Non-resettable Counts)
                    2. Garage Reports (Total Revenue, Net Revenue, System Totals, Parking Duration, Lane Counts, Non-resettable Counts)
                    3. Payment Device Reports (Total Revenue, Net Revenue, Sales, Means of Payment, Validation Providers, System Totals)

4. Validation usage (by Merchant, Facility / Lane, Summary of Quantity, System Totals)
    a. Tracking of created validations.
5. Third Party Reservations reporting (i.e., Spothero, ParkWhiz, Ticketmaster Required. Please list others.)

b. Data Filters: Customizable compilation of
    i. Filtered Reports for definable report periods.
    ii. Daily/Monthly Interim Reports

4. Device Equipment/Accessories – Validation Providers
    a. Evaluation of validated and surcharged amounts, broken down by validation provider, account, etc.
    b. Additional validation calculations:
        i. Applicable daily or weekly
        ii. Applicable on several consecutive days
        iii. Entrance required within or before specified time window or always possible.
5. Rate Management Program
    a. Ability to comply with sales and parking tax requirements.
    b. Ability to provide tax exclude and tax included rates in one rate schedule.
    c. Flat Rate Options
        i. Applicable daily, weekly, or event
        ii. Would like to have as much flexibility to set rates as on time table to schedule as much in advance as possible.
        iii. Applicable on several consecutive days
        iv. Entrance required within or before specified time window or always possible.
        v. Payment/exit required within or after specified time window or always possible.
    d. Flat Rate Payment Options
        i. Pay Device(s): Pay in Lane (Entry and Exit)
        ii. Activation method: automatic or pushed to device from central work station.
        iii. Rate period assigned by schedule or programed time parameters.
6. Data Interface Program
    a. This utility provides system specific data (e.g., payment details, entry/exit statistics, etc.) in a platform independent format for evaluation by way of third-party systems. It is also used for importing data into the parking system database
7. Exportable Data Program
    a. Parking transactions (entry/exit counts)
    b. Parking transactions of Contract Parker Cards and Credit Cards
    c. Payments, Sales Payment transactions
    d. Payment transactions broken down by method pf payment (cash, check, invoice, credit card)
    e. Payment transactions broken down by method of payment (value cards, validations, token)
    f. Additional revenue (e.g., handling fees, amount rounding differences, etc.)

g. Daily and Monthly Reports, Cash Flow
h. System Events and Alarms
i. User details (export of full records or, optionally, of edited items only)
j. Ticket returns details.
k. Card utilizations
l. Events
m. Active Monthly Access Card List
n. Settings – Facilities (Main Admin. Units), Garage's, System devices, Articles, Validation Providers

8. Vouchers Program:
    a. Allows for ability to issue a "voucher" upon entry" with transient ticket, with exit transaction or at the POF. The voucher could be with an agreement with a retailer for a percentage/dollar discount of a service or product. This would allow for closer collaboration with other businesses, branding or advertising revenue generation by the owner.
9. Data Interface Platform:
    a. This program supports real-time TCP/IP-based data transfer between the Parking system and a portal/application. This host can transmit commands to Parking System as well as request status information. In case of certain pre-specified events, the Parking System automatically transmits relevant information back to the portal/application. Commands shall include:
        i. Remote control commands (, i.e., raising/lowering of barriers, lost ticket, etc.)
        ii. Requesting status, shift and level information.
        iii. Requesting counters and counting domains
        iv. Set counting category mode and level.
10. Ticket Definition Program
    a. Definition of cards, ticket types and/or categories (up to 500 categories)
    b. Adjust card imprinting.
        i. Valid for the whole facility
        ii. Available on all ticket types except Short-term Parking Ticket, Lost Ticket and Ticket Duplicate
        iii. Definable face text (see Short-Term Parking Ticket)
        iv. Imprint can be switched on/off for each article (facility, article designation, username, user number, validity, ticket value, customer name, 'Follow-up ticket' note, insert direction arrow, receipt information, parking lot no., door code)

f. Access Control Package
    i. Required Features/Functions
        1. Definition of new cards/tickets: Allows operator to add up to five hundred new cards/tickets based on existing definitions.
        2. Extended entry permission
        3. Present Monthly / Contract Parkers
            a. Display of a list of present-day contract parkers present at the facility or at a specific Garage within a facility; display of details of specific contract parkers present (presence verification by way of rental agreement details)

b. Presence verification of individual contract parkers by way of name or vehicle registration
c. Display of all contract parkers having entered the Garage by a specified time.
d. Display options can be combined as required.
e. Sum function calculates relevant totals (data items shown include ticket product, number of tickets issued and sum)
f. Manual Exits granted to individual contract parkers.
g. Printout of displayed data

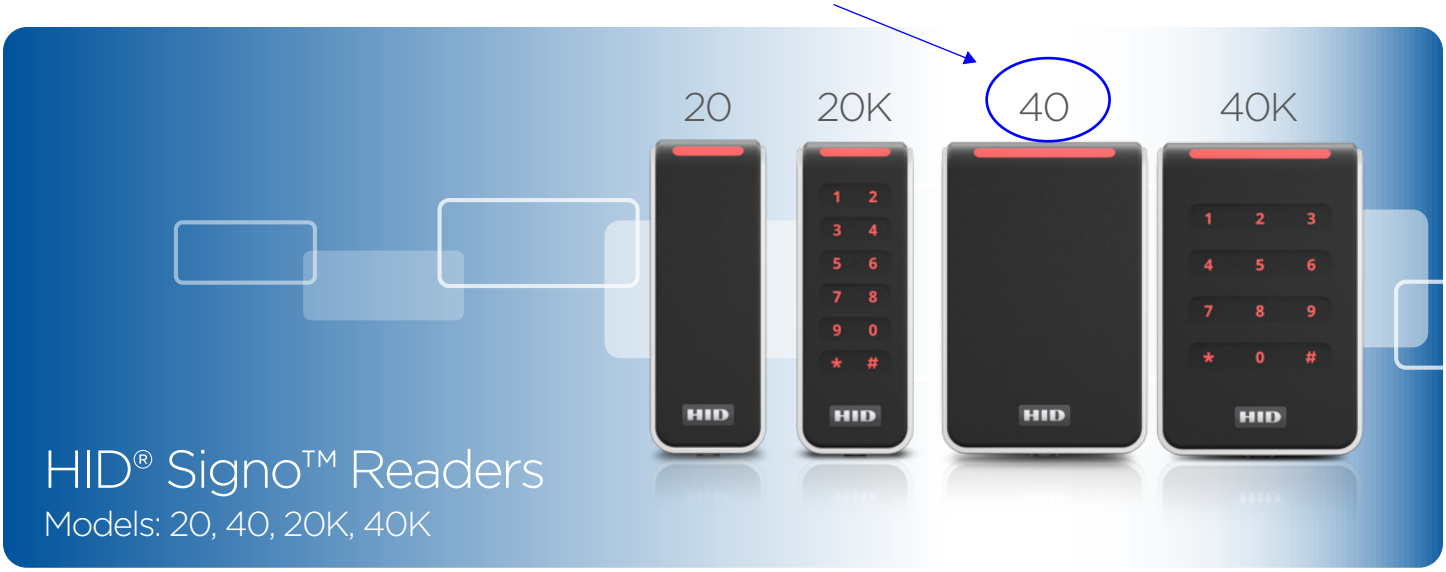
4. Contract / Monthly Parker Movements
    a. Display of the last movements of single Contract Card or Personalized Cash Debit Cards during the last six months
    b. Optional data filters can be set to time Sum function indicates the number and total number of movements.
    c. Printing of displayed data

g. System Event and Alarm Communication
    i. The revenue control system shall have the capability to allow for messages to be sent via email, or cell phone equipped with text messaging to varying locations and individuals during specified time windows. These messages are to allow for prioritizing by message and by the individual to receive the message.
h. Central Control and Monitoring
    i. Equipment must have the ability to integrate with Parker Technology and the CIB's Command Center. Automatic Rollover is required.

3. Removal of Old Parking Equipment
    a. Installer will be responsible for the removal and disposal of Old PARCS Equipment

Ability to select rate codes for individual locations

PHYSICAL ACCESS SOLUTIONS



READY FOR THE FUTURE NOW

- Mobile-ready by default, including Apple's Enhanced Contactless Polling (ECP) to support credentials in Apple Wallet
- Sleek, innovative design to suit modern architecture
- Integrated OSDP for secure authentication and configuration post installation
- Built on a hardware platform designed to be adaptable to support future technology
- Designed to seamlessly integrate into the HID Origo® ecosystem

THE SIGNATURE LINE OF READERS FROM HID GLOBAL

- **Highly Versatile —** Support for the widest range of credential technologies, including HID Mobile Access® via native Bluetooth and Near Field Communication (NFC).
- **Unparalleled Performance —** Ultra secure storage of cryptographic keys on certified secure element hardware, plus a new surface detection feature that enables the reader to automatically recalibrate and optimize read range performance.
- **Connected to the Future —** All readers include out-of-the-box support for Open Supervised Device Protocol (OSDP) for secure bidirectional communication.

HID Signo™ is the signature line of physical access control readers from HID Global. The versatility, performance and connected capabilities of HID Signo readers set a new industry benchmark for the most highly adaptable, interoperable and secure approach to electronic access control.

Offering an unparalleled breadth of functionality, HID Signo affords security system installers and administrators a simple and effective approach to secure access control for almost any scenario.

With support for the widest array of credential technologies — past, present and future — HID Signo is the perfect choice for those looking to make the transition to a secure authentication technology.

HID Signo readers transcend the traditional approach to security by being designed to be connected and managed remotely without needing to physically touch each device. This functionality empowers access control systems to dynamically respond as new needs, configurations or threats arise.

POWERFULLY SECURE

- Multi-Layered security to ensure data authenticity and privacy
- EAL5+* Certified Secure Element Hardware
- Native OSDP secure channel capability
- Trusted secure authentication using the SIO data model
- Supports iCLASS Elite™ and Corporate 1000 Programs

MEET EVERY NEED, ADAPT TO ANY SITUATION

- Go mobile with native Bluetooth and NFC support
- Integrated 125 kHz credential read support for easy migration
- Supports over 15 common credential technologies
- Flush mount terminal block and pigtail wiring options
- Robust outdoor performance with an IP65 rating

MANAGE, UPGRADE AND CONFIGURE

- Easily and securely managed using HID Reader Manager®
- Configure via a mobile device or OSDP
- Update firmware in response to threats
- Personalize by configuring audio visual or keypad settings
- Deactivate legacy credential technology to conclude secure migration

* evaluation pending.

SPECIFICATIONS

HID Signo Reader Model	20	20K	40	40K
2.4 GHz (Bluetooth) Credential Compatibility	Mobile Credentials powered by Seos® (HID Mobile Access)			
13.56 MHz (NFC) Credential Compatibility	Seos, iCLASS SE, iCLASS SR®, iCLASS®, MIFARE Classic, MIFARE DESFire EV1/EV2, Mobile Credentials powered by Seos (HID Mobile Access)			
125 kHz Credential Compatibility	HID Proximity®, Indala® Proximity, AWID Proximity, and EM Proximity			
Typical Read Range[1]	Seos®, MIFARE Classic, MIFARE DESFire EV1/EV2 & ISO14443A Single Technology Cards – 1.6 to 4 in (4 to 10 cm) HID / AWID Proximity®, Indala Proximity®, EM Proximity & 125 kHz Single Technology Cards – 2.4 to 4 in (6 to 10 cm)			
Mounting	Suited for mullion-mount door installations or any flat surface mounting		Suited to mount and cover single gang switch boxes with a slotted mounting plate for alternate back-box spacing	
Color	Black bezel with silver trim baseplate [2]			
Keypad	No	Yes (2 x 6 layout)	No	Yes (3 x 4 layout)
Dimensions (width x length x depth)	1.77 in x 4.78 in x 0.77 in (45 mm x 121.5 mm x 19.5 mm)	1.78 in x 4.79 in x 0.85 in (45 mm x 121.5 mm x 21.5 mm)	3.15 in x 4.78 in x 0.77 in (80 mm x 121.5 mm x 19.5 mm)	3.16 in x 4.79 in x 0.85 in (80 mm x 121.5 mm x 21.5 mm)
Product Weight	Pigtail: 3.35 oz (95 g) Terminal: 2.65 oz (75 g)	Pigtail: 3.88 oz (110 g) Terminal: 3.17 oz (90 g)	Pigtail: 4.94 oz (140 g) Terminal: 4.23 oz (120 g)	Pigtail: 5.64 oz (160 g) Terminal: 4.94 oz (140 g)
Operating Voltage	12V DC			
Current Draw[3]	NSC[4]: 60 mA Peak: 250 mA Max. Avg: 70 mA IPM[5]: 45 mA	NSC[4]: 65 mA Peak: 250 mA Max. Avg: 75 mA IPM[5]: 48 mA	NSC[4]: 65 mA Peak: 250 mA Max. Avg: 75 mA IPM[5]: 45 mA	NSC[4]: 70 mA Peak: 250 mA Max. Avg: 80 mA IPM[5]: 55 mA
Device Input and Output	Input: Tri-color LED, Buzzer, Hold @ Active Low Output: Tamper Relay 0-60V DC @ 100mA Max (Dry Contact)			
Operating Temperature & Humidity	-31° F to +150° F (-35° C to +66° C) 0% to 95% non-condensing			
Storage Temperature	-40° F to +185° F (-40° C to +85° C)			
Environmental Rating	UL294 Outdoor and Indoor rated, IP65			
Transmit Frequency	125 kHz, 13.56 MHz, and 2.4 GHz			
Communications & Panel Connection	Wiegand and RS-485 Half Duplex (OSDP) via Pigtail (18 in / 0.5 m) or Terminal Strip			
Device Management	HID Reader Manager / OSDP configuration			
Certifications	UL294/cUL (US), FCC (US), IC (Canada), CE (EU), RCM (Australia, New Zealand), SRRC (China), KCC (Korea), NCC (Taiwan), iDA (Singapore), RoHS, MIC (Japan), GreenCircle, Bluetooth SIG, and additional regions. www.hidglobal.com/certifications			
Security Ratings	EAL 5+* Certified Secure Element Hardware			
Patents	www.hidglobal.com/patents			
Housing Materials	Polycarbonate – UL94 V0			
UL Reference Number	20	20K	40	40K
Warranty	Limited Lifetime			

* evaluation pending.

1 Read range listed is statistical mean rounded to nearest centimeter increment for ID-1 or clamshell credentials. HID Global testing occurs in open air. Form factor, technology and environmental conditions, including metallic mounting surface, can degrade read range performance; plastic spacers are recommended to improve performance on metallic mounting surfaces.

2 Black trim baseplate & reader spacers available as an additional accessory at an additional cost.

3 Measured in accordance with UL294 standards; see Installation Guide for details.

4 NSC – Normal Standby Current; see Installation Guide for details.

5 Intelligent Power Management (IPM) – Reduces reader current consumption up to 43%, based on model, compared to standard operating mode.

2020-03-09-pacs-signo-reader-family-ds-en PLT-04831

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ASSA ABLOY

Designed, Manufactured and Supported in the USA

VIKING
SECURITY & COMMUNICATION

PRODUCT MANUAL

E-35-IP/EWP
VoIP Entry Phones with Analog Color Video Camera
September 28, 2021

VoIP Entry Phones with Built-In Analog Color Video Camera

The **E-35-IP** VoIP Entry Phone is designed to provide quick and reliable handsfree communication for SIP VoIP phone systems with PoE. The **E-35-IP** Entry Phone can be programmed from any Touch Tone phone, PC, or remotely using a static IP address. The Entry phones can dial up to 5 programmable numbers. On-board 2 Amp relay contacts are provided for activating doorstrikes or gate controllers. An optional **RC-4A** Secure Relay Controller can also be used.The **E-35-IP** Entry Phone will flash the "Call" LED during dialing and automatically light the LED when the call is answered. All programming parameters, including phone numbers and location numbers, are stored in non-volatile memory, requiring no batteries. The unit is PoE powered.

Standard Flush Mount

Shown in Optional VE-5x5 Surface Mount Box

The **E-35-IP-EWP** shares all the features of the **E-35-IP** in addition to Enhanced Weather Protection (EWP) for outdoor installations where the unit is exposed to precipitation or condensation. EWP products are designed to meet IP66 standards and may feature foam rubber gaskets, sealed connections, gel-filled butt connectors, as well as potted circuit boards with internally sealed, field-adjustable trim pots and DIP switches for easy on-site programming. For more information on EWP, see **DOD 859**.

⚠ **Installation requires the assistance of a Network Administrator / IT Technician.**

Features

- Built-In high resolution analog NTSC color video camera with wide viewing angle, tilt/swivel adjustments and wide operating temperature
- Automatic polling and programming software included
- 2 Amp relay contacts for door/gate or **SL-2** strobe light control
- Blue "Call" LED indicator
- SIP compliant (see page 2 for compatible SIP servers and IP phone systems)
- Outbound Proxy, Authentication ID, Peer to Peer, VLAN Tagging
- PoE powered (class 1, <4 watts)
- Automatic Noise Canceling (ANC) feature for proper operation in noisy environments
- VoIP eliminates the need for "Push to Talk" mode
- T-10 Torx security screws for added security
- Can be used with optional **RC-4A** Secure Relay Controller (**DOD 582**)
- Handsfree operation
- Marine grade 316 stainless steel prevents corrosion
- Laser Etched graphics on stainless steel models
- Programmable to dial up to 5 numbers on busy or ring no answer
- Cycles through backup phone numbers on busy or no-answer
- Optional Enhanced Weather Protection (EWP), EWP products are designed to meet IP66 Ingress Protection Rating, see **DOD 859**
- Hangs up on busy signal, time-out or touch tone command
- Remotely programmable
- Extended temperature range (-40°F to 140°F)
- Replacement board available
- Volume adjustments for microphone and speaker
- **E-35-IP** is flush mountable using the included rough-in box or can be surface mounted using an optional **VE-5x5** Surface Mount Box (**DOD 424**)
- Optional **PB-100** Polling System available (**DOD 232**)
- Optional **SL-2** or **BLK-4-EWP** strobe light kit available (**DOD 242/653**)
- **Diagnostics** (for testing mic, speaker & relay)

Applications

- Gate Entrance
- Parking ramps/lots
- ATM machines
- Medical centers
- Lobbies
- Entryways
- Stadiums
- Convention centers
- Public access areas

Specifications

Power: PoE class 1 (<4 watts)
Maximum Sound Pressure: 95 dB SPL @ 1m.
Dimensions: Overall-5" x 5" x 2.25" (127mm x 127mm x 57mm), Plastic Electrical Box-4" x 4" x 2.12" (102mm x 102mm x 54mm)
Shipping Weight: 2 lbs (0.9 Kg)
Operating Temperature: -40°F to 140°F (-40° C to 60° C)
Humidity - Standard Products: 5% to 95% non-condensing
Humidity - EWP Products: Up to 100%
Audio Codecs: G711u, G711a, G722
Network Compliance: IEEE 802.3 af PoE, SIP 2.0 RFC3261, 100BASE-TX with auto cross over
Regulatory Compliance: FCC Part 15 and Canada ICES-3 Class A
Connections: (1) RJ45 10/100 Base-T, (6) gel-filled butt connectors (3M Scotchlok UR2)

(See page 3 for camera specifications)

VoIP SIP System Compatibility

For compatibility and vendor specific detailed configuration instructions, see the **Viking VoIP SIP System Compatibility List**, DOD 944. To open and download this PDF file:

Scan the QR code below to open and download the **Viking VoIP SIP System Compatibility List**

- OR -

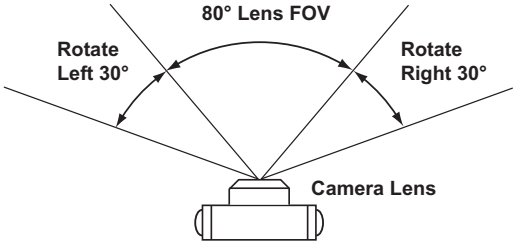
1. Go to **www.vikingelectronics.com** and enter **944** in the search box
2. Click **Application Note (DOD 944)** to open and download the PDF

Important: *Exclusion from this list means only that compatibility has not been verified,* ***it does not mean incompatibility****. If you have questions, please call Viking Electronics at 715-386-8861.*

Camera Specifications

Power: 6-22V DC 150mA (12V DC UL Listed adapter included)
Image Sensor: 1/4" color CMOS
Video Output: 1 VP-P composite, NTSC, 75 ohms
Resolution: 420 lines (640 x 480 @ 30fps / 307,200 pixels)
Sensitivity: 0.025 LUX (50 IRE) F 1.2 3200K
Lens: 2.1mm, conical pinhole
FOV (Field of View): 80° Horizontal, 60° Vertical, 100° Diagonal
Tilt/Swivel Adjustment: Vertical +/- 20°, horizontal +/- 30° (see **Diagram A**)
IR Compatibility: This camera is equipped with an OLP (Optical Low Pass) filter to maintain correct video color in outside applications. The standard camera is **NOT** compatible with IR illuminators. If IR illumination is required, you will need to replace the existing camera with a Viking model **VCAM-1IR**. For more information, see **DOD# 190**.
Maximum Wire Run Length: 1000 ft with *RG59/RG6 for video and CAT5 for power (1 pair) and entry phone audio (1 pair). 150 ft with CAT5E for video, power and entry phone audio (longer video runs are possible by using video balun transceivers, see **Installation C, 2**, page **5**).
*** *Note:** *RG59 or RG6 with solid center conductor and 95% bare copper braid shield.*

Diagram A
Camera Horizontal Field of View:



Definitions

Client: A computer or device that makes use of a server. As an example, the client might request a particular file from the server.

DHCP: Dynamic Host Configuration Protocol. In this procedure the network server or router takes note of a client's MAC address and assigns an IP address to allow the client to communicate with other devices on the network.

DNS Server: A DNS (Domain Name System) server translates domain names (ie: www.vikingelectronics.com) into an IP address.

Ethernet: Ethernet is the most commonly used LAN technology. An ethernet Local Area Network typically uses twisted pair wires to achieve transmission speeds up to 1Gbps.

Host: A computer or device connected to a network.

Host Name: A host name is a label assigned to a device connected to a computer network that is used to identify the device in various forms of network communication.

Hosts File: A file stored in a computer that lists host names and their corresponding IP addresses with the purpose of mapping addresses to hosts or vice versa.

Internet: A worldwide system of computer networks running on IP protocol which can be accessed by individual computers or networks.

IP: Internet Protocol is the set of communications conventions that govern the way computers communicate on networks and on the Internet.

IP Address: This is the address that uniquely identifies a host on a network.

LAN: Local Area Network. A LAN is a network connecting computers and other devices within an office or building.

Lease: The amount of time a DHCP server reserves an address it has assigned. If the address isn't used by the host for a period of time, the lease can expire and the address can be assigned to another host.

MAC Address: MAC stands for Media Access Control. A MAC address, also called a hardware address or physical address, is a unique address assigned to a device at the factory. It resides in the device's memory and is used by routers to send network traffic to the correct IP address. You can find the MAC address of your **E-35-IP** phone printed on a white label on the top surface of the PoE LAN port.

Router: A device that forwards data from one network to another. In order to send information to the right location, routers look at IP Address, MAC Address and Subnet Mask.

RTP: Real-Time Transport Protocol is an Internet protocol standard that specifies a way for programs to manage the real-time transmission of multimedia data over either unicast or multicast network services.

Server: A computer or device that fulfills requests from a client. This could involve the server sending a particular file requested by the client.

Session Initiation Protocol (SIP): Is a signaling communications protocol, widely used for controlling multimedia communication sessions such as voice and video calls over Internet Protocol (IP) networks. The protocol defines the messages that are sent between endpoints, which govern establishment, termination and other essential elements of a call.

Static IP Address: A static IP Address has been assigned manually and is permanent until it is manually removed. It is not subject to the Lease limitations of a Dynamic IP Address assigned by the DHCP Server. The default static IP Address is: **192.168.154.1**

Subnet: A portion of a network that shares a common address component. On TCP/IP networks, subnets are defined as all devices whose IP addresses have the same prefix. For example, all devices with IP addresses that start with 100.100.100. would be part of the same subnet. Dividing a network into subnets is useful for both security and performance reasons. IP networks are divided using a subnet mask.

TCP/IP: Transmission Control Protocol/Internet Protocol is the suite of communications protocols used to connect hosts on the Internet. TCP/IP uses several protocols, the two main ones being TCP and IP. TCP/IP is built into the UNIX operating system and is used by the Internet, making it the de facto standard for transmitting data over networks.

TISP: Telephone Internet Service Provider

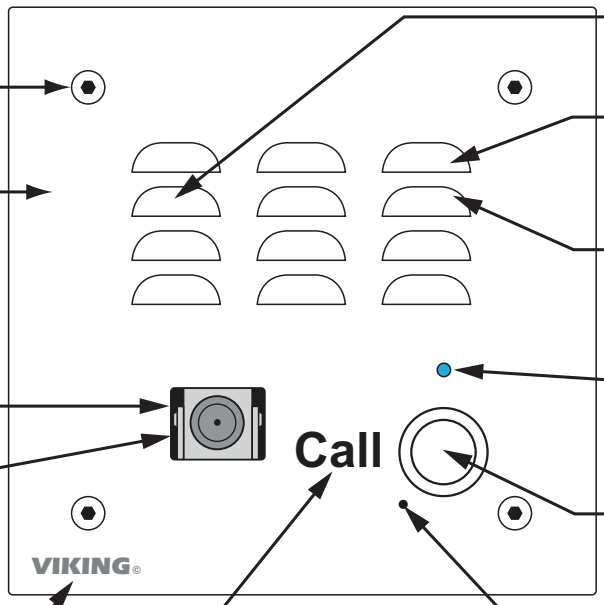
WAN: Wide Area Network. A WAN is a network comprising a large geographical area like a state or country. The largest WAN is the Internet.

Wireless Access Point (AP): A device that allows wireless devices to connect to a wired network using Wi-Fi, or related standards. The AP usually connects to a router (via a wired network) as a standalone device, but it can also be an integral component of the router itself.

Wireless Repeater (Wireless Range Extender): takes an existing signal from a wireless router or access point and rebroadcasts it to create a second network. When two or more hosts have to be connected with one another over the IEEE 802.11 protocol and the distance is too long for a direct connection to be established, a wireless repeater is used to bridge the gap.

Features Overview

Front View of the E-35-IP



Mounting Screws: (4) 6-32 X 3/4" Marine grade 316 stainless steel, flat head, T-10 Torx security screws and drive bit (included)

Faceplate: 14 gauge Marine grade 316 stainless steel faceplate with #4 brushed finish.

Color Video Camera: Wide operating temperature range of -30°F to 150°F, NTSC composite video output with 420 lines of resolution, 70° wide viewing angle lens, tilt and swivel adjustments for aiming towards visitors.

Protective Camera Window: Impact resistant polycarbonate lens with scratch resistant coating and water-tight gasket.

Laser Etched Graphics: For long lasting easy to read graphics.

Microphone: Omni-directional microphone with protective water-resistant cloth.

Speaker: Mylar speaker with rubber gasket to maintain water-tight seal and eliminate water deterioration.

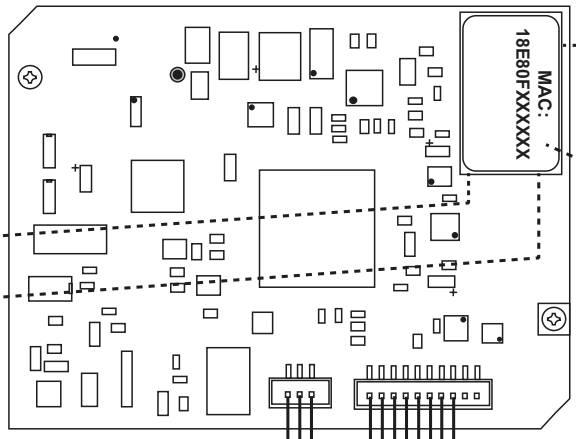
Speaker Screen: Stainless steel speaker screen with 0.018" diameter holes to prevent punctures from paperclips, etc.

Blue LED: Lights steady to help locate the button in low light, flashes during dialing, then lights steady when answered.

Push Button Switch: Push to initiate call, push again to disconnect. Solid 316 stainless steel internally sealed per IP67.

Condensation Drain Hole

Rear (PCB) View of E-35-IP

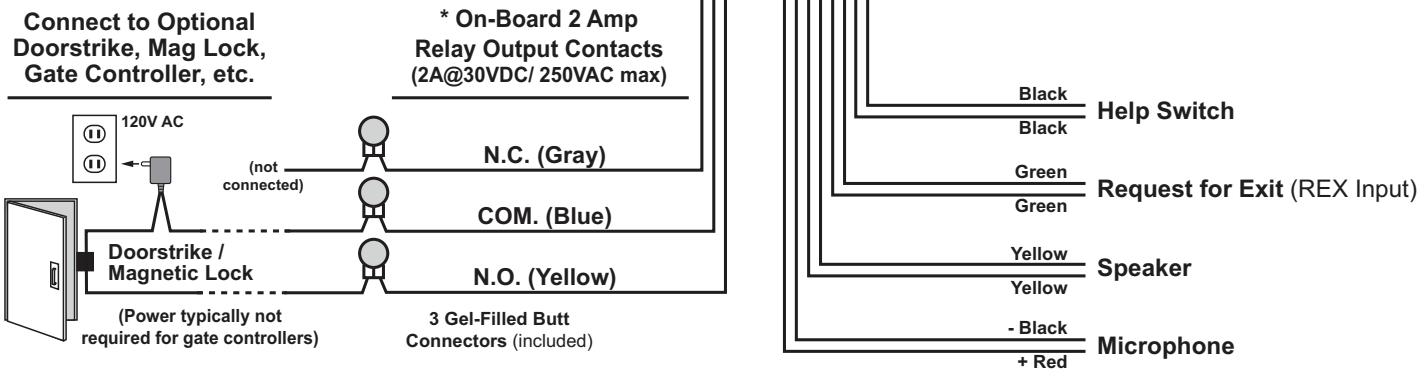


PoE LAN Port 10/100, PoE Class 1 (<4 Watts): Connect to your LAN via RJ45 plug and CAT5 or greater twisted pair wire.

MAC Address Label: The MAC address is a unique 12 digit number used by routers to send network traffic to the correct IP address.

Green Unit Status LED

Yellow Network Status LED: Lights steady to indicate power and data link. Blinks to indicate network activity.



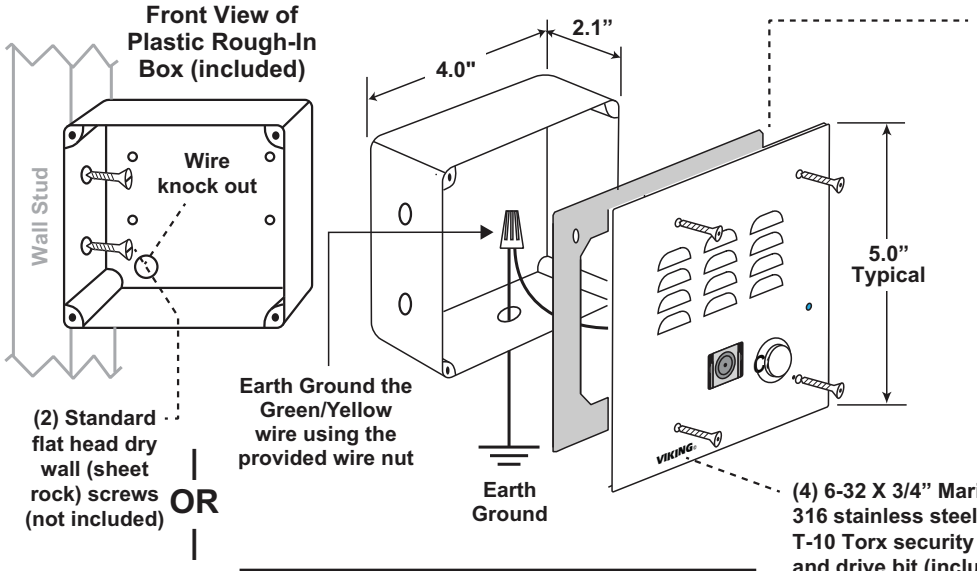
** **Note:** The front panel of the **E-35-IP** is mounted using security Torx screws to help prevent intruders from removing the panel and accessing the on board door strike/gate control relays. For applications requiring additional security, a Viking model **RC-4A** remote relay controller can be used. The relay controller is mounted securely inside the building and connected to the same LAN as the **E-35-IP**. For more information on the **RC-4A** Secure Relay Controller, see **DOD 582**.*

***Note:** The gel-filled (water-tight) butt connectors are designed for insulation displacement on 19-26 gauge wire with a maximum insulation of 0.082 inches. Cut off stripped wire ends before terminating.*

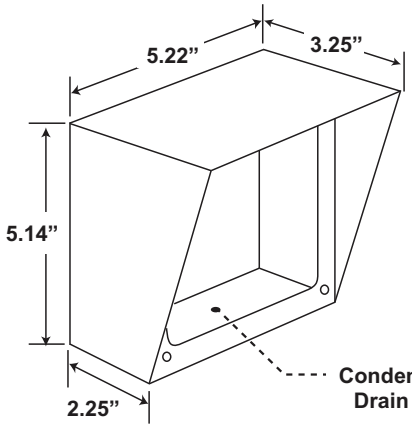
Installation

A. Mounting the E-35-IP

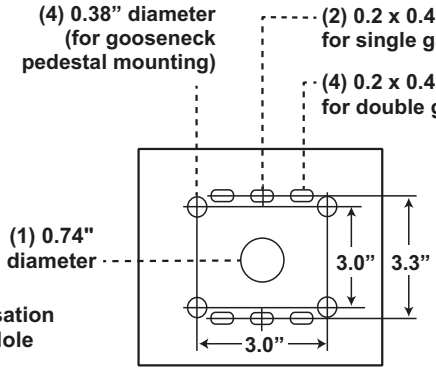
The **E-35-IP** is designed to be flush mounted to the included 4" x 4" x 2" deep plastic rough in box or surface mounted using an optional Viking model **VE-5x5**. ***Important:*** *The* ***E-35-IP*** *will NOT mount to a standard double gang box. The plastic rough in box (part #* ***259576****) may be purchased separately. Go to* ***www.vikingelectronics.com*** *and click on "****Spare Parts****".*



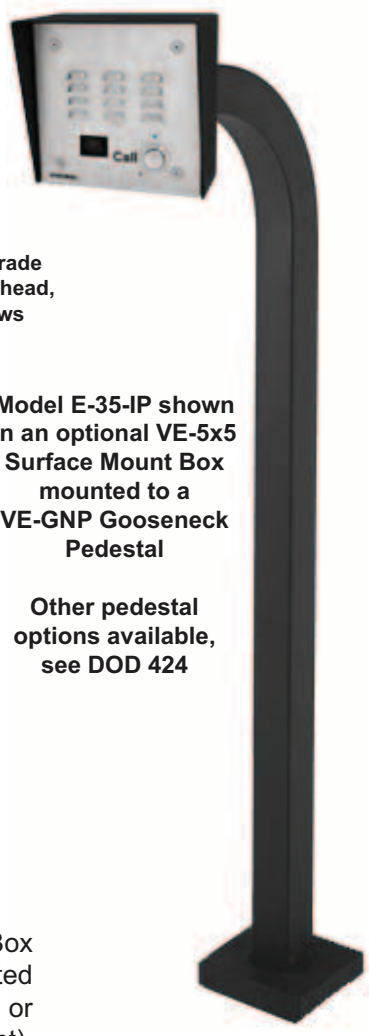
WARNING: Do NOT use a wet location box.



Front View of Optional VE-5x5 (not included)



Rear View of VE-5x5 (not included)



Model E-35-IP shown in an optional VE-5x5 Surface Mount Box mounted to a VE-GNP Gooseneck Pedestal

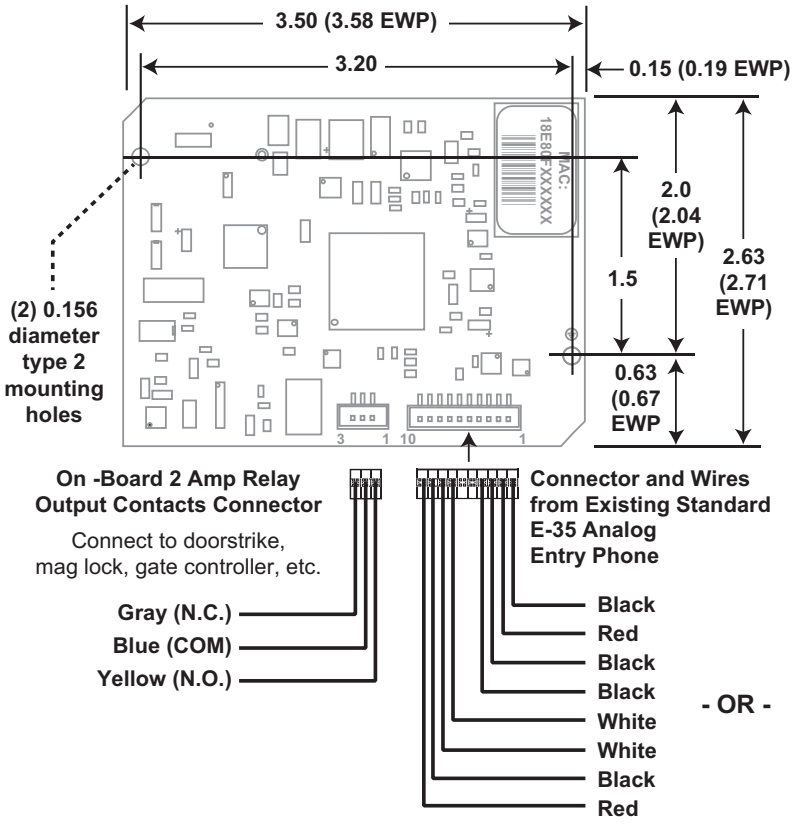
Other pedestal options available, see DOD 424

Optional VE-5x5 Surface Mount Box with black satin powder paint finish, not included (DOD 424). Optional VE-LIGHT kit (DOD 428) can be used to illuminate the faceplate when used with a VE-5x5.

The optional VE-5x5 Surface Mount Box (above) is designed to be surface mounted to a single gang box, double gang box or VE-GNP Gooseneck Pedestal (shown right). For more information on the VE-5x5 and VE-GNP, see DOD 424.

B. Replacement IP Board Kit (Model E-1600-53A-IP)

This is a board (PCB) only kit, no chassis is included. This kit can be used to convert any Viking **E-35** analog phone to a VoIP version. The kit can also be used to replace a damaged IP board in the field. This kit comes in standard and EWP version. The optional EWP version features foam rubber gaskets and boots, sealed connections, gel-filled butt connectors, as well as urethane or thermal plastic potted circuit boards, see **DOD 859** for more information.

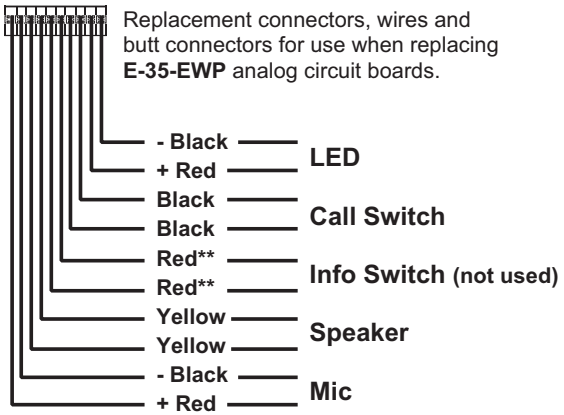


***** Note:*** *These two red wires are only used on units with an Info button. When installing on a single button unit, cut off these two red wires and discard.*

E-1600-53A-IP Board Specifications

Shipping Weight: .45 kg (1 lb)
Connections: (1) RJ45 10/100 Base-T, (3) optional gel-filled butt connectors, (10) additional gel-filled butt connectors included with EWP version only.

FIGURE 1
Replacement Cable Assembly (included)



How to Replace Analog E-35 or E-35-EWP Circuit Boards:

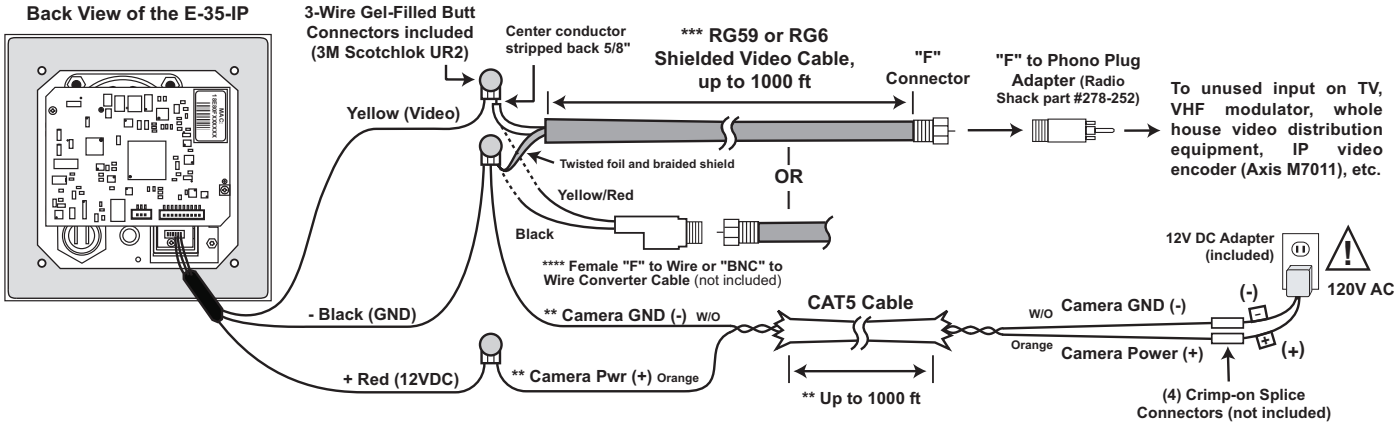
Step 1.	Cut wires from J1 (10 pin connector) and J2 (2 pin connector).
Step 2.	Remove the two #6 phillips screws fastening the circuit board.
Step 3.	Cut off any stripped wire ends from the replacement cable.
Step 4.	Using the supplied gel-filled butt connectors, connect corresponding wires from replacement cable to the previously cut wires from the LED, Call switch, Speaker and Microphone. See **FIGURE 1** above for wire color and polarity.

Note: *The gel-filled (water-tight) butt connectors are designed for insulation displacement on 19-26 gauge wire with a maximum insulation of 0.082 inches. Cut off stripped wire ends before terminating.*

Camera Wiring and Adjustments

IMPORTANT: *Electronic devices are susceptible to lightning and power station electrical surges from the AC outlet. It is recommended that a surge protector be installed to protect against such surges.*

A. Using RG59 for Analog Video and CAT5 for Camera Power (Recommended)



**** Note:*** *Up to 150 ft video cable run length can be achieved using CAT5E or CAT6 cable. Longer cable runs can be used if a passive or active video Balun transceiver is used on each end of the cable. Generally, passive transceivers can achieve up to 750 ft cable runs where active transceivers can achieve up to 3000 ft runs depending on cable type, etc. The type of video balun transceiver required is specific to your cable run length. For more information on video balun transceivers go to: www.northernvideo.com.*

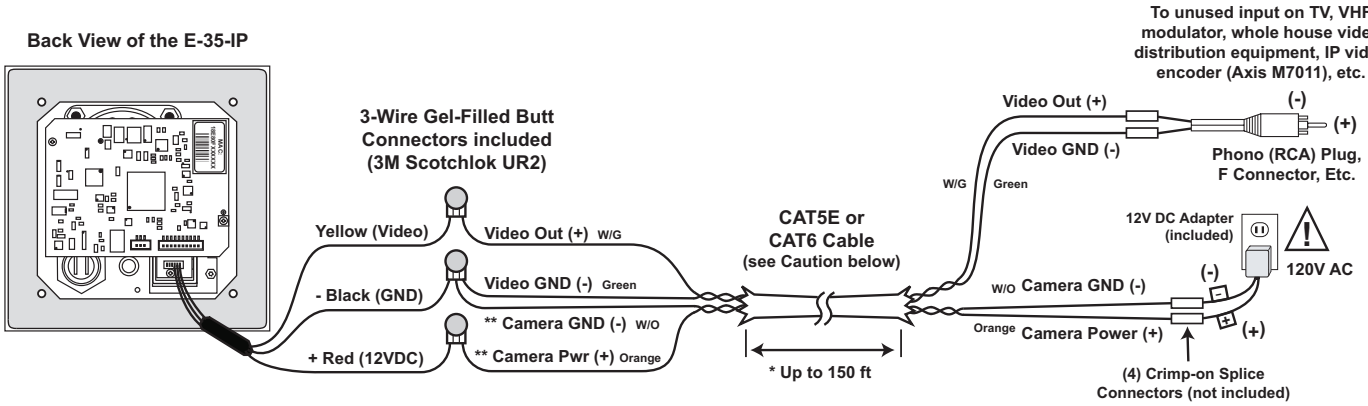
***** Note:*** *The maximum camera power supply wire run length is 1000 ft of 24 gauge wire (CAT 5/6), longer runs are possible by doubling pairs, increasing the wire gauge or using up to a 22V DC 200mA power adapter.*

****** Note:*** *RG59 or RG6 with solid center conductor and 95% bare copper braid shield.*

****** Note:*** *For ease of installation, a Viking Female "F" to Wire Converter Cable can be used (Part # 261217) or "BNC" to wire converter cable (Part # U213510) can be used. Go to www.vikingelectronics.com and click on "Spare Parts" to order.*

Caution: *When routing CAT5E or CAT6 cable, maintain a minimum distance of 3 ft from any parallel high voltage wire (110 VAC) and a minimum of 2 ft from crossing any high voltage wire. For installations where RF noise is expected (commercial applications) or wire runs are near high voltage (110 VAC) wires, a shielded video cable such as RG6 is recommended.*

B. Using CAT5E or CAT6 for Analog Video and Camera Power (see Caution below)



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C. Using a Video Encoder to Convert the Analog NTSC Video to IP

Axis manufactures video servers that encode analog video signal for transmission across IP network or the internet. The single channel model **M7011** is shown. Supplied software allows you to access Axis units connected to the network (auto-discovery) and program them via a web page interface. The video can then be monitored from any location on the network.

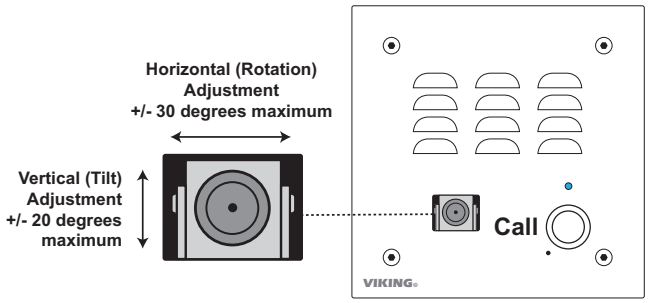
For more information, go to **www.axis.com**

Axis Model M7011 shown

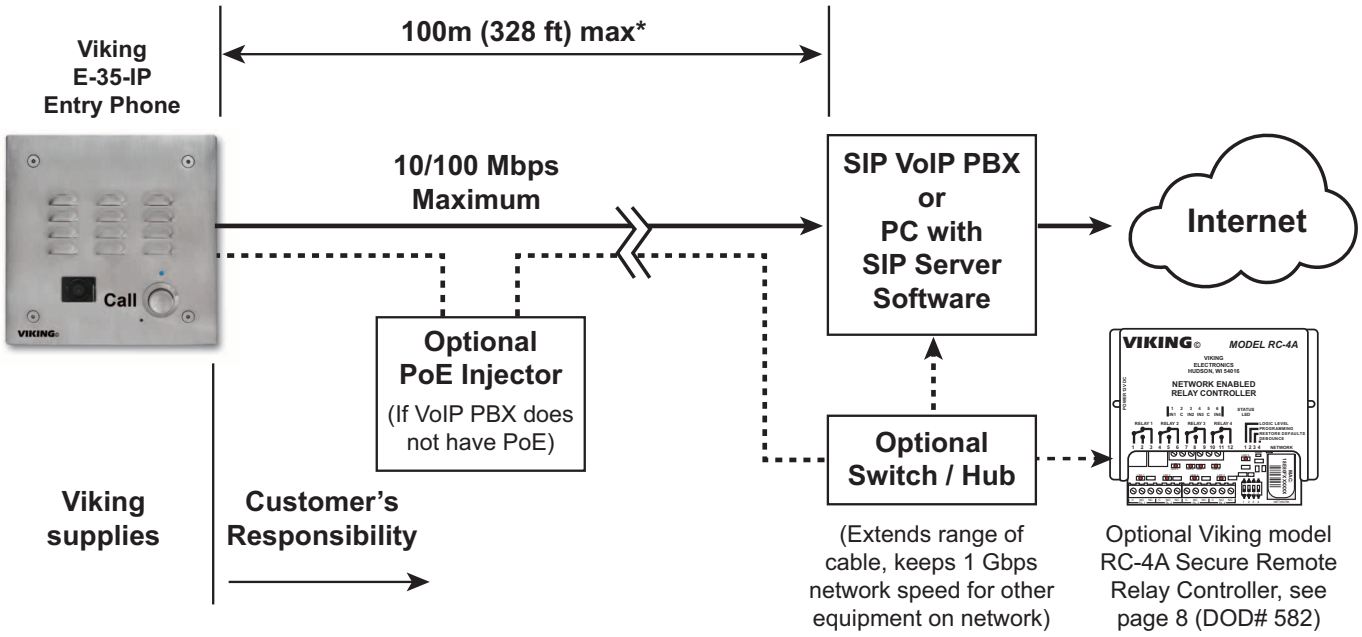
D. Adjusting the Camera

The camera can be tilted and rotated to your desired position. A portable service (test) monitor can be used to determine the correct viewing angle during installation.

Important: *To prevent the edge of the faceplate from being viewed in the video image, do not rotate the camera beyond 30 degrees or tilt beyond 20 degrees.*



Typical Installation on SIP Based VoIP Phone System



**** Note:*** *A PoE extender can be used for an additional 100 meters per extender. For longer runs (up to 2 km / 1.2 miles) a ethernet to fiber media converter can be used.*

PC Requirements

- **IBM** compatible personal computer with: Windows 7, 8 or 10
- Adobe Acrobat Reader 8 or higher
- **E-35-IP** hardware
- Available LAN with PoE (class 1, < 4 watts)
- Ethernet cable (CAT5 min.)
- 1 MB minimum free hard drive space for installation
- 16MB of free physical RAM

PC Programming

Download and install the programming software

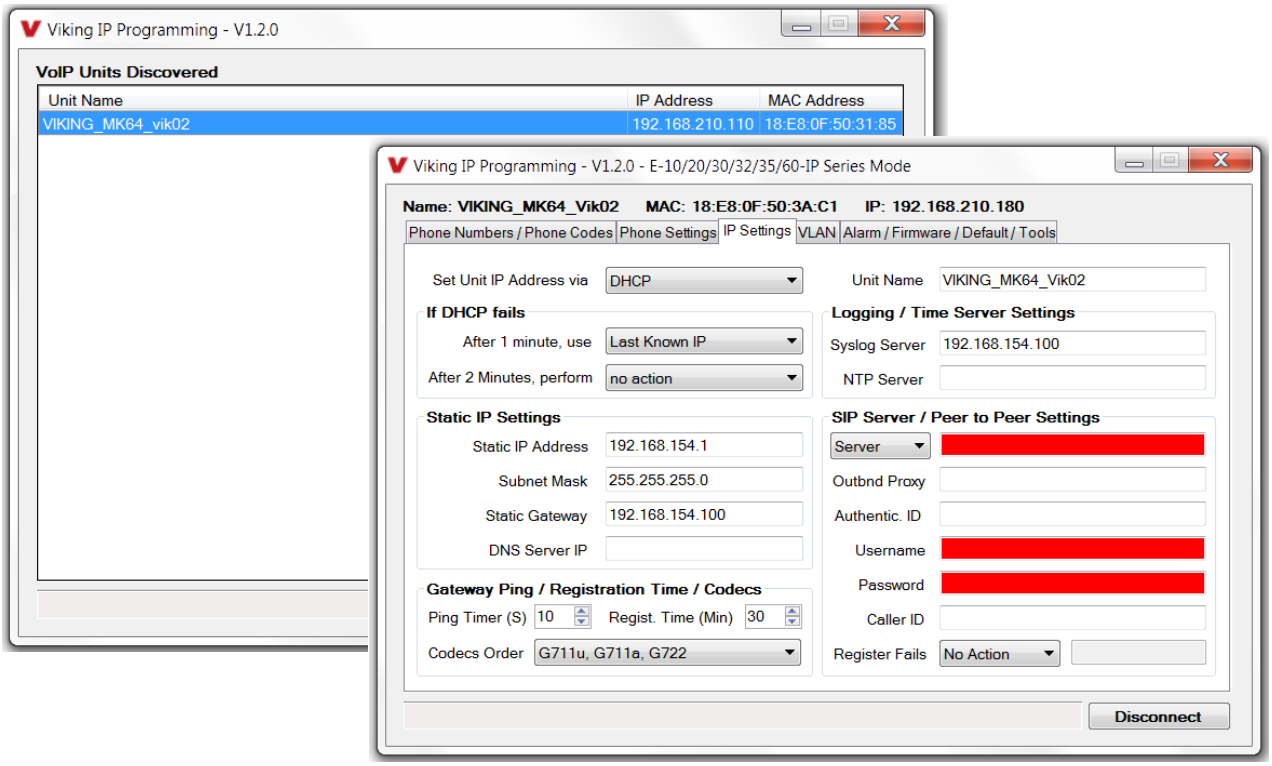
1. Go to www.vikingelectronics.com and enter **E-35-IP** in the search box
2. Click **E-35-IP** in the search results
3. Scroll down the page to Downloads, click **IP Programming Software**
4. Install the programming software by saving or opening the file and then clicking on **setup Viking IP Programming.exe**
5. Follow the prompts on your screen to complete software installation
6. To start the Viking IP Programming application, click on the Viking IP Programming icon on your desk top. The Main screen will appear, allowing the user to program any **E-35-IP** connected to that LAN.

Note: *PC must be connected to the same LAN as the* **E-35-IP**.

A. Connect / Disconnect

Open the "Viking IP Programming" software on the PC and the start screen shown below will appear. Any Viking IP phones that are connected to the network will appear on the list. Simply select the Entry Phone on the list and click on the "Connect" button at the bottom or double click the selected phone. If the security code of the selected phone is still set to default (845464), the PC software will not require entering a security code to connect to the phone. Entry Phone's have a default name of "VIKING_MK64_Vik02", so if many phones are connected to the same network that all have the default name, MAC addresses must be used to identify each phone.

When finished programming, click on the "Disconnect" button at the bottom. Closing the program will also automatically disconnect the unit.

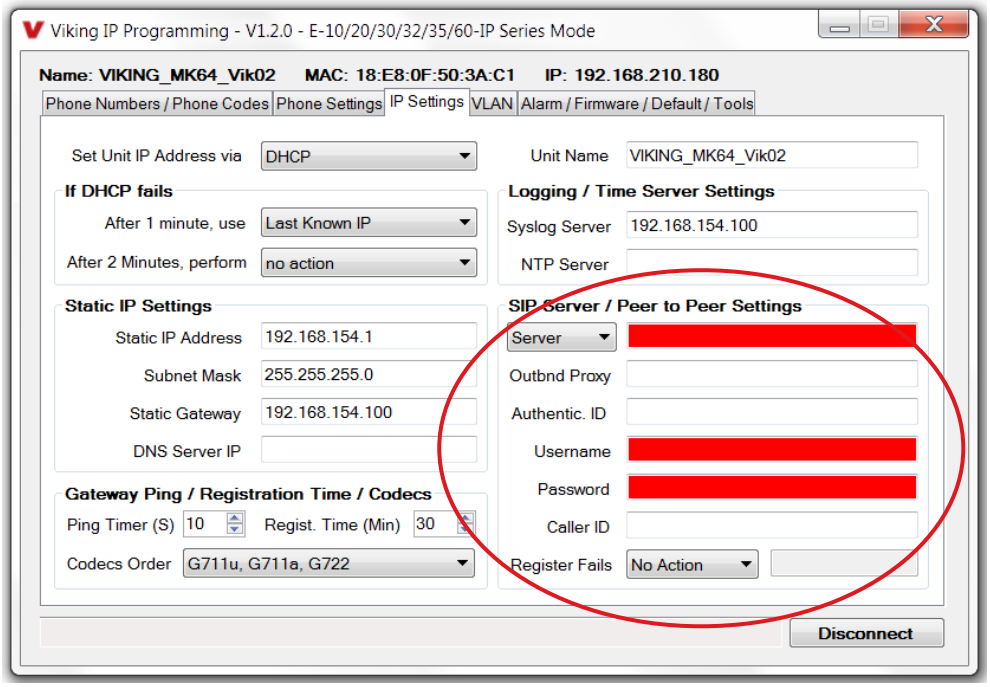


B. Manually Muting SIP / Network Failure Alarm Beeps (3 beeps repeated every 30 seconds)

With the unit connected and powered (Green LED on and Yellow LED off or blinking) it will output 3 beeps every 30 seconds and turn the Call/Call Connected LED on and off once per second indicating a SIP registration failure, failure to receive an echo reply from pinged gateway or Ethernet connection failure. You can manually disable the beeps by pressing and holding the Call button for 5 seconds (2 beeps will then be heard) or by clicking the "Mute Alarm Until Next Failure" tab in the Viking IP programming software. The LED will continue to flash allowing you to trouble shoot the failure.

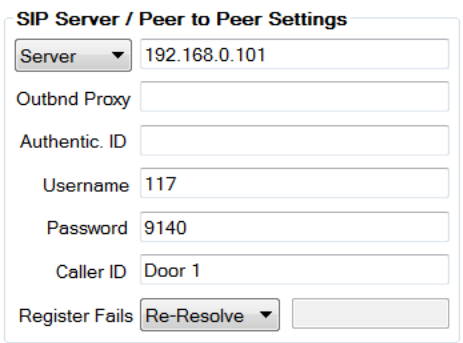
C. Configuring the E-35-IP Network Settings

Step 1.	Open the “Viking IP Programming” software on a windows PC that is connected to the same LAN as the **E-35-IP** phone to be programmed.
Step 2.	The window in the upper left corner of the menu will show you each **E-35-IP** phone that is connected to that LAN. Select the unit with the same MAC address shown on the label located on the top of the Ethernet connector on the **E-35-IP** phone.
Step 3.	Click the “Connect” button. If a pop up window appears, enter the unit’s security code (factory set to **845464**) then click “OK”.
Step 4.	The program will then read and display the **E-35-IP** phone’s IP and programming settings.
Step 5.	Click on the “IP Settings” tab.
Step 6.	Select the appropriate value Static IP Settings or DHCP for “Set Unit IP Address via”. Note: changing the IP address will cause you to have to reconnect to the unit. Enter the values for the fields in “if DHCP fails” or “Static IP Settings” as needed.
Step 7.	Set the “Unit Name”, “Logging / Time Server Settings” as needed.
Step 8.	Select Peer-Peer in the “SIP Server / Peer to Peer Settings” to use the unit in Peer to Peer mode. Select Server to register with a SIP registrar server and fill in the “Outbnd Proxy” (SIP Outbound Proxy Server Address, “ip:port”), “Authentic. ID” (SIP Authentication ID), “Username” (SIP Username, <string>), “Password” (SIP Password), and “Caller ID” (SIP Caller ID) with values from your VoIP provider.



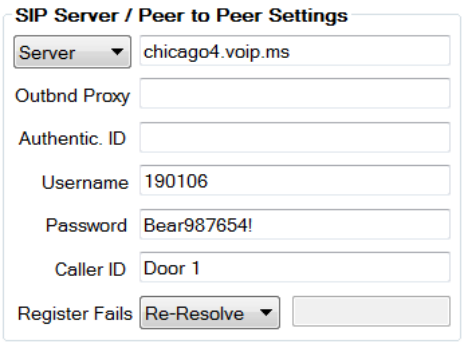
Example 1: On-Premise SIP Phone System

(Panasonic TDE 100/200)

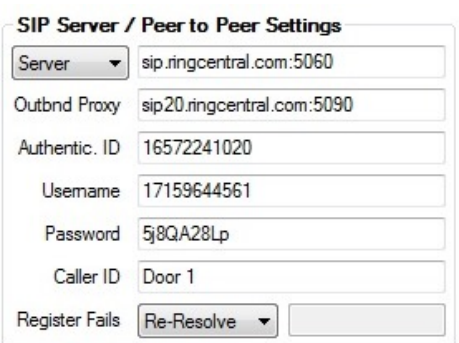


Example 2: Cloud Based Service Provider

(Voip.ms)

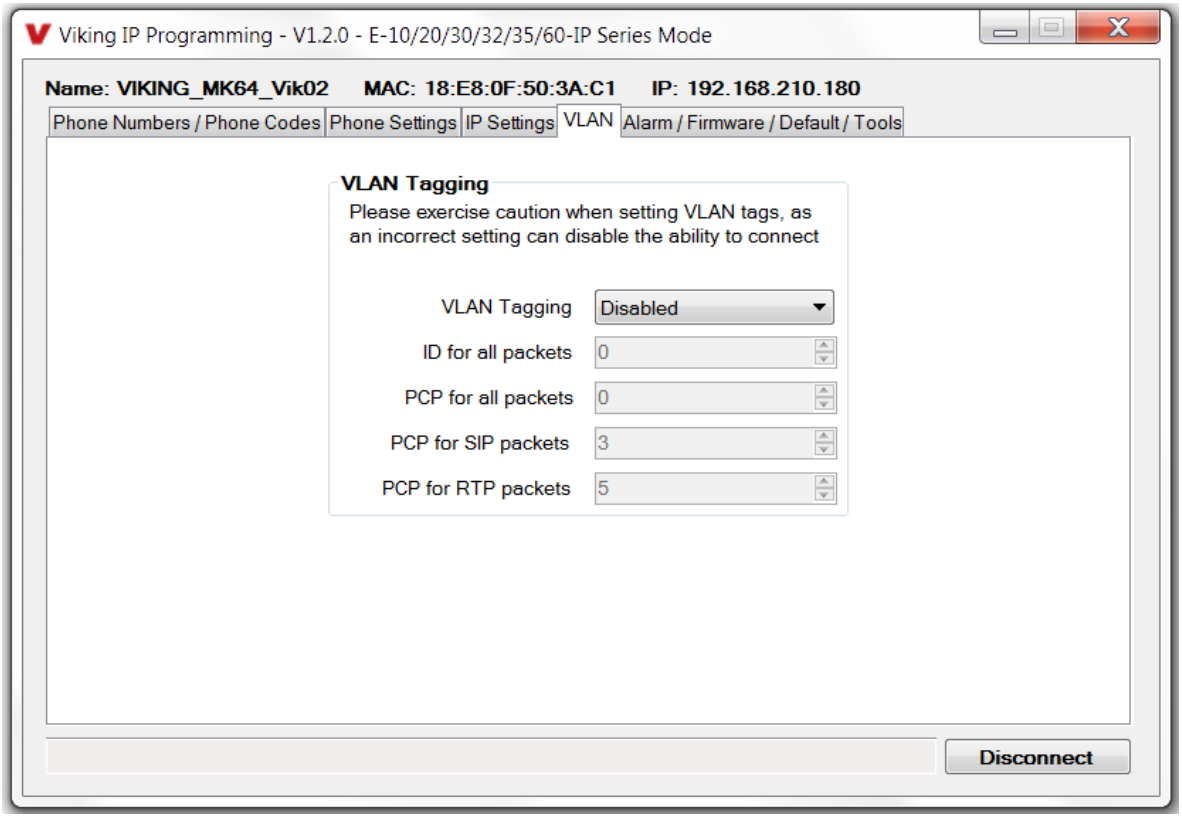


Example 3: Cloud Based Service Provider requiring Outbound Proxy and Authentication ID (Ring Central)



D. Configuring E-35-IP VLAN Settings

Step 1.	Click on the “VLAN” tab
Step 2.	Disable or enable VLAN tagging by setting the value of “VLAN Tagging”.
Step 3.	Set the VLAN tag ID by selecting an integer (1 to 4094) in “ID for all packets”.
Step 4.	Set the Priority Code Point (PCP) value for all not SIP and RTP packets in the “PCP for all packets” input (0 is default, priorities are from low to high: 0, 1, 2, 3, 4, 5, 6, 7). Set the “PCP for SIP packets” (3 is default). Set the “PCP for RTP packets” (5 is default).



E. Manually Resetting the Security Code to Enter Programming

Step 1.	Power down the **E-35-IP** phone by disconnecting the LAN Cable (RJ45 plug).
Step 2.	Press and hold the Call button, then reconnect the LAN Cable (RJ45 plug).
Step 3.	Continue to hold Call button until you hear 2 beeps, (approximately 6 seconds). Then release the button. The LED will remain off for the first 3 seconds, flash slowly for 3 seconds then fast flash (after 2 beeps), indicating when to release button.
Step 4.	The security code is now reset to **845464** (factory default).
Step 5.	You can now enter programming by following the steps in section **A**.

F. Manually Resetting All Network Parameters to Factory Default

Step 1.	Power down the **E-35-IP** phone by disconnecting the LAN Cable (RJ45 plug).
Step 2.	Press and hold the Call button, then reconnect the LAN Cable (RJ45 plug).
Step 3.	Continue to hold the Call button until you hear 2 beeps, (approximately 6 seconds). Continue to hold Call button until you hear 4 more beeps, approximately 6 seconds later, then release the button. The LED will remain off for the first 3 seconds, flash slowly for 3 seconds (2 beeps), fast flash for 6 seconds (4 beeps), then light steady indicating when to release button.
Step 4.	You can now enter programming by following the steps in section **A**.

Programming Features Index

Programming Features

1. Unit Name

Up to a 31 character unit name can be assigned to the **E-35-IP** being programmed.

2. SIP Server

Enter the IP address or URL of your SIP server or service provider in this field. The SIP server IP address is limited to 74 characters. ***Note:*** *If an alternate SIP server IP address is programmed, the IP address for the SIP server and alternate SIP server will be limited to 31 characters.* ***Note:*** *If outbound proxy is not required, enter the SIP server IP address into the Outbnd Proxy field.*

3. Peer to Peer Settings

When set to Peer to Peer mode, a SIP server is not used. The unit should be programmed with a Static IP Address and Username, a password is not used. Caller ID can be programmed if needed. Simply call the unit by entering the programmed "username@192.168...(Static IP address for the unit)". The static IP address is normally programmed into a page button on the VoIP telephones.

4. Outbound Proxy

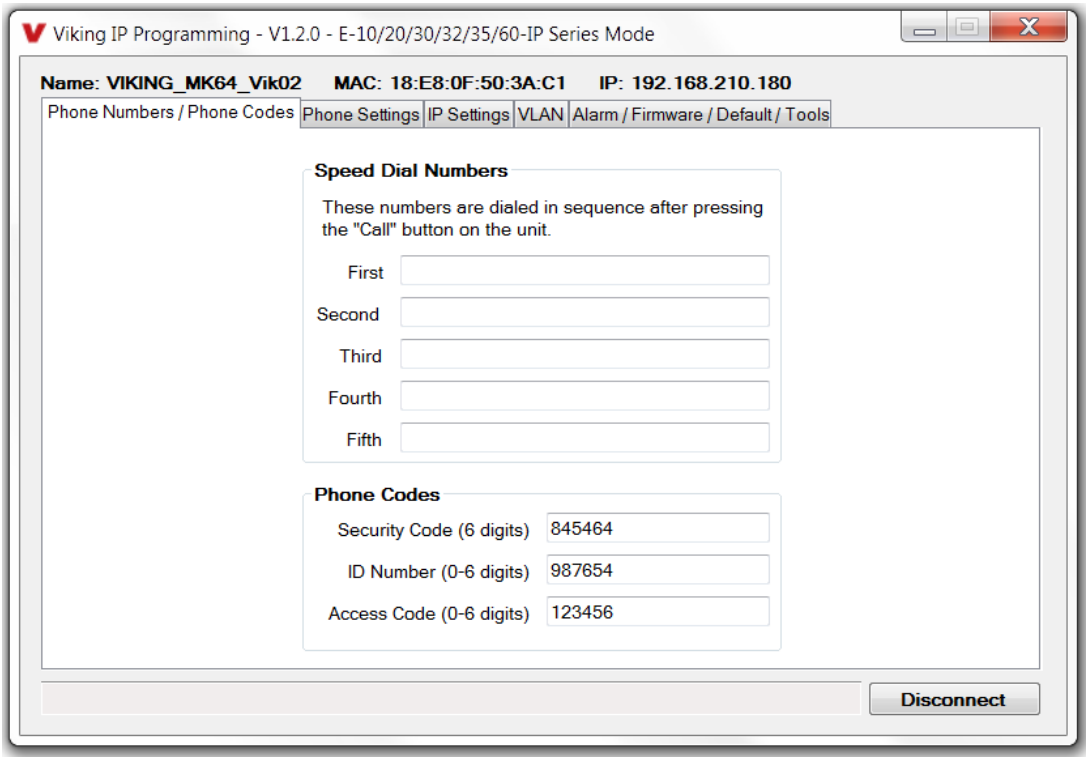
If your SIP provider requires an outbound proxy IP address enter it in the Outbnd Proxy field. If outbound proxy is not required enter the SIP server IP address into the Outbnd Proxy field. ***Note:*** *If not required, this field must match your SIP server IP address.*

5. Authentication ID

If your SIP provider requires Authentication ID, enter it in the Authentic. ID field. If Authentication ID is not required, leave this field blank.

6. Register Fails (Re-Resolve or Alternate Server)

When registered to a SIP server in the event that registration is lost you can program the unit to re-resolve using the current SIP server IP address or route pages through an alternate SIP server. With Alternate Server selected enter the IP address of the alternate SIP server in the field next to the Register Fails drop down box. ***Note:*** *With an alternate SIP server IP address programmed, the IP address for the SIP server and alternate SIP server will be limited to 31 characters.*



Note: *A majority of the features below can also be Touch Tone (In-Band DTMF) programmed. See DOD 949.*

7. Speed Dial Phone Numbers

Note: *Up to 79 digits can be stored in each of the 5 speed dial phone number positions.*

The number programmed in the first location under “Speed Dial Numbers” is the telephone or extension number that is dialed when the call button is pressed. Additional numbers (if programmed) will be dialed when there is no answer and the Dial Next No. on Ring No Answer feature is enabled. The **E-35-IP** will also detect busy and move on (Dial Next Number on Busy Enabled). The **E-35-IP** will cycle through the programmed Speed Dial numbers until answered.

8. Security Code

The security code allows the user/installer to program the **E-35-IP**. It is recommended that the factory set security code be changed. **Factory Setting:** 845464

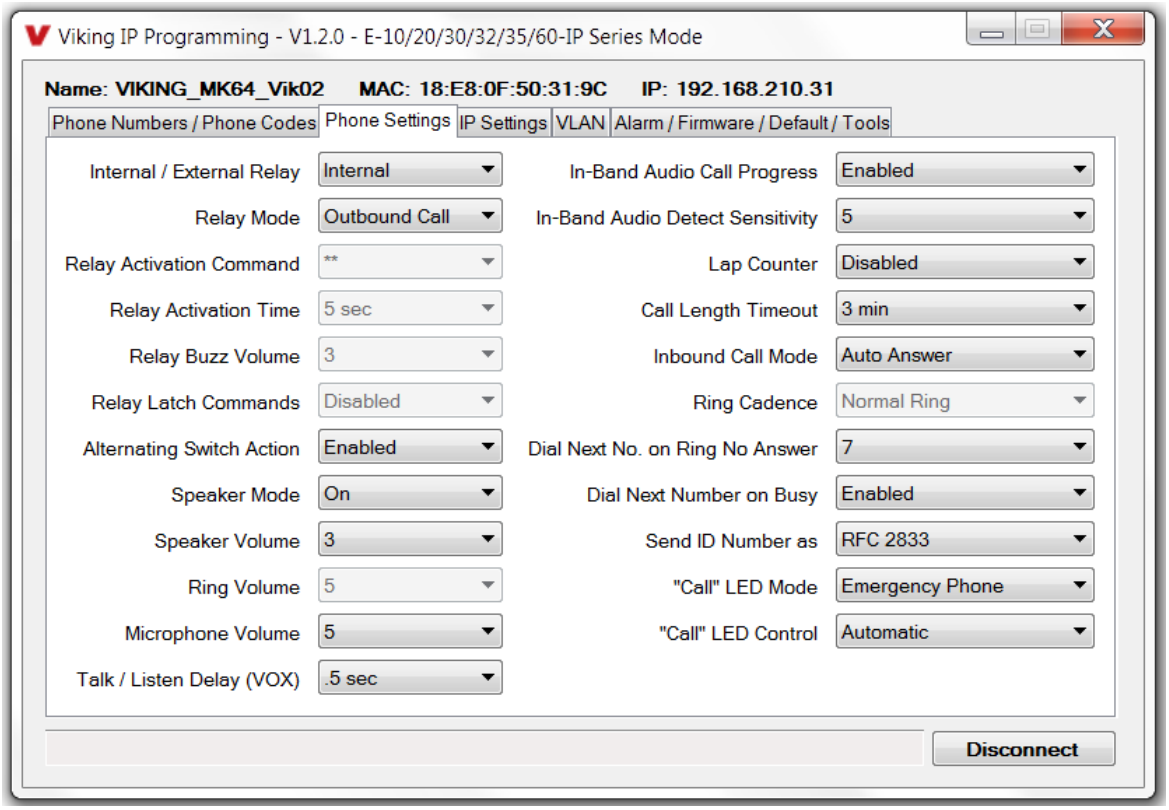
Note: *The security code must be 6 digits and cannot include a ∗ or a #.*

9. ID Number:

The ID Number (1 - 6 digits) is used by emergency personnel to identify the location of the caller and is given out when the receiving party presses a ∗. This ID number is transmitted as In-Band DTMF. This can be cleared out by leaving the field blank. **Factory Setting:** 987654

10. Access Code

The Access Code is used for remotely operating the relay (Doorstrike, Mag-Lock, etc) by calling into the unit. This code provides basic security and only allows operation of the relays and not the ability to change any of the programming parameters. Once entered, any of the “Remote Access Operation Commands” can be used. The code can be 1 - 6 digits in length and cannot contain a “∗” or “#” or match the numbers used for the security code. Simply call the **E-35-IP** (set to auto-answer/auto-answer secure), the unit will automatically answer the line and output one beep. You then enter the programmed 1 - 6 digit access code, 2 beeps should be heard. You can now enter any “Remote Access Operation Commands” (see page 21). This code will also enable audio to/from the speaker and the caller. The access code can be cleard (by leaving the field blank) if this additional level of security is not required. **Factory Setting:** 123456



11. Relay Internal / External

With the relay set to “Internal” the **E-35-IP** will activate its on board relay for door strike / gate control. The Relay should be set to “External” for higher security installations when using a Viking remote model **RC-4A** relay controller to activate the door strike / gate controller (see page 22). **Factory Setting:** Internal

12. Relay Mode

Door Strike Mode. When programmed for Door Strike Mode the relay will momentarily activate for the preprogrammed relay activation time after detecting the correct relay activation command (one or two digit touch tone) from the called party.

Outbound Call Mode. When programmed for Outbound Call Mode the relay will activate continuously for the duration of any outbound call from the Emergency/Entry phone. This mode is useful for activating strobe lights for Emergency VoIP phones.

Inbound/Outbound Call Mode. When programmed for Inbound/Outbound Call Mode the relay will activate continuously for the duration of any inbound or outbound call to or from the Emergency/Entry phone. This mode is useful for turning on IR flood lights, VoIP phones with cameras, etc.

Doorbell Mode. When programmed for Doorbell Mode the relay will momentarily activate the relay for the preprogrammed relay activation time on any outbound call from the Emergency/Entry phone. This mode is useful for activating a door chime, etc. When activating door chimes, a 0.5 - 1 second relay activation time is recommended.

LV-1K Control Mode. When programmed for **LV-1K** Control Mode the relay will activate continuously while the Emergency/Entry phone is powered and registered to the SIP server. In the event the unit loses power and/or SIP registration the relay will turn off, activating **LV-1K**’s flashing LED and audible beep signals.

Ring Mode. When programmed for Ring Mode the relay will continuously activate while the ringing extension is called. This mode is useful for activating a Viking model **SL-2** strobe light, etc.

Ring Flash Mode. When programmed for Ring Flash Mode the relay will momentarily turn on and off in a 400ms on/off cadence while the ringing extension is called. This mode is useful for activating a Viking **LPL-1** Remote Visual Indicator, etc.

Factory Setting: Door Strike

13. Relay Activation Command

The one or two digit code stored in the Relay Activation Command is the touch tone command that the person being called must enter on their phone in order to momentarily activate the relay to control a doorstrike, mag-lock, gate controller, or other device. The code can contain the characters 0 - 9, # or ∗. The code cannot match a relay latching command (∗1, ∗0). The code must be entered while the remote phone is communicating with the Speaker phone. **Factory Setting:** ∗∗

14. Relay Activation Time

The value stored in the Relay Activation Time is the amount of time the relay will be energized after a correct momentary touch tone command is entered. This number can range from 0.5 - 99 seconds. This also affects timing in Doorbell Mode. **Factory Setting:** 5 seconds

15. Relay Buzz Volume

The relay activation tone is a buzzing sound that is heard from the speaker when the door strike relay is activated. After the called party enters the correct relay activation command, the called party will hear 2 short confirmation beeps and the entry phone will output a buzzing sound (relay activation tone) while the door strike relay is activated. The tone (buzz) length will match the relay activation time up to a maximum of 5 seconds. The tone (buzz) can be programmed to three different volume settings 1 = Low, 2 = Medium, 3 = High or it can be disabled. **Factory Setting:** 3

16. Relay Latch Commands

When set to “Enabled” the Remote Access Operation Commands (*0 to *1) to Un-Latch or Latch the relay are enabled. These can be entered on a Inbound call after the access code is dialed (if programmed).

When set to “Disabled” the Remote Access Operation Commands (*0 to *1) to Un-Latch or Latch the relay are disabled. Disabling the Latch commands can be useful in applications where you want to eliminate the possibility of inadvertently entering a latch command leaving a gate open/closed, etc. **Factory Setting:** Enabled

17. Alternating Switch Action (Panic Button Mode)

With Alternate Switch Action Enabled the CALL button alternately connects and disconnects calls. With Alternate Switch Action Disabled the CALL button connects calls only. Pressing the button again after the call has been initiated will not terminate the call. **Factory Setting:** Enabled

18. Speaker Mode

The Speaker Mode can be set to one of the following three modes. **Factory Setting:** ON

OFF/Silent Monitoring Mode: In the “OFF” mode the speaker is disabled at all times. However, the speaker can be enabled after communication has been established by entering touch tone command “**9#**”. The speaker will remain on for the duration of the call.

ON: In the “ON” mode the speaker is enabled during In-bound and Out-bound calls.

OFF Until Answered: In the “OFF Until Answered” mode the speaker will remain silent during dialing and will not turn on until the called party has answered.

19. Speaker Volume

The Speaker volume can be set from 0 - 9, 0 = lowest volume setting, 9 = highest volume setting. Adjusting this will set the volume level for incoming/outgoing Phone calls. **Factory Setting:** 3

20. Ring Volume

When set to Ring or Ring with AGC, The **E-35-IP** will output a loud ring when it is called. The level can be adjusted from 0 - 9. **Factory Setting:** 5

21. Microphone Volume / Automatic Noise Cancelling Mode

The microphone volume can be set from 1 - 9,1 = lowest volume setting, 9 = highest volume setting. Alternatively the microphone can be placed in the “Auto” Automatic Noise Cancelling mode. With the mic in the Auto mode, when background noise increases, the mic gain will automatically decrease. When background noise decreases the mic gain will automatically increase. The Auto mode is useful in applications where the background noise level can change drastically. **Factory Setting:** 5

22. Talk / Listen Delay (VOX)

This feature selects switching time between talk and listen modes (VOX switching time). The Talk/Listen Delay can be programmed from 0.1 - 0.9 seconds. **Factory Setting:** 0.5 seconds

23. In-Band Audio Call Progress

The In-Band Audio Call Progress Detection can be set to enabled or disabled. In-Band Audio Call Progress detection should be enabled in applications where you are making an outbound call through your VoIP phone system and are relying on In-Band analog audio for ringback or busy detection. **Factory Setting:** Enabled

24. In-Band Audio Detect Sensitivity

The In-Band Audio Detection level (Sensitivity) can be set from 1 - 9, 1 = minimum setting, 9 = highest setting. Increasing or decreasing the sensitivity may be required in applications where you are making an outbound call through your VoIP **Factory Setting:** 5

25. Lap Counter

With the lap counter disabled, if the **E-35-IP** is programmed to dial the next number on ring-no-answer and/or busy signal, the **E-35-IP** will continuously call its programmed phone numbers forever until the call is answered.

The lap counter is a programmable counter that determines how many times the **E-35-IP** will cycle through its list of up to 5 Speed Dial phone numbers, before it stops the dialing process and hangs up. When all of the programmed phone numbers have been dialed, the lap counter is incremented and the dialing process repeats. When the lap counter has been met, the dialing process stops and the **E-35-IP** hangs up. **Factory Setting:** Disabled

26. Call Length Timeout

This feature selects the maximum length of time that calls can be connected. Programmable in increments of 1 minute up to a maximum of 9 minutes or disabled. With the call length disabled, the **E-35-IP** must rely on a call ended signal, busy signal, Ring No Answer limit, or touch tone # to hang-up. **Factory Setting:** 3 minutes

27. Inbound Call Mode

The Inbound Call Mode determines how the **E-35-IP** handles incoming SIP calls. One option is to generate a loud ring sound through the speaker. The **E-35-IP** can also auto answer a SIP call to transmit a page, control the relay or listen to transmit audio from the microphone. The last option is the silent monitor mode, which allows callers to listen to the transmit audio from the microphone. The "secure" options for auto answer require the callers to dial the access code in order to transmit a page, activate the relay or activate the optional **RC-4A** relays. **Factory Setting:** Auto Answer

Disabled – Inbound SIP calls are not allowed.

Auto Answer – Inbound SIP calls are auto answered on the first ring. This can also be used for Silent Monitoring by changing the Speaker Mode to 'OFF/Silent Monitor", See page 16. For more security use the Auto Answer Secure Mode.

Auto Answer Secure – In the "Auto Answer - Secure" mode, the phone will automatically answer an incoming call on the first ring. The unit will then output 2 beeps but will not go into two-way voice mode. After the 2 beeps are heard, you will have 10 seconds to enter the pre-programmed 1 - 6 digit Access Code (see section 10 on page 14). When the correct code in entered, 2 beeps will be heard and the unit will enable the Two-Way Mode (mic and speaker audio). After the correct Access Code is entered, any of the "Remote Access Operation Commands" can be used (see Operation, section B on page 21). ***Note:*** *If the wrong Access Code is entered or more than 10 seconds have elapsed, the phone will output 3 beeps and disconnect.*

Ring: In the "Ring" mode the speaker phone will not automatically answer an incoming call but will output a loud ring signal out of the speaker in a 2 seconds on, 4 seconds off ring pattern. There are four available ring cadences.

Ring with AGC: In the "Ring with AGC" mode the speaker phone will not automatically answer an incoming call but will output a loud ring signal out of the speaker in a 2 seconds on, 4 seconds off ring pattern. The phone will automatically increase or decrease the ring volume based on background ambient noise. The call can then be answered by momentarily pressing the call button.

28. Ring Cadence

The Ring cadence can be programmed to one of 4 different cadences. **Factory Setting:** Normal

Normal Ring (single ring, 2 seconds on 4 seconds off)

Double Ring (double ring, 1 second on 0.5 seconds off 1 second on 3.5 seconds off)

Short-Short-Long (triple ring, 0.5 seconds on 0.5 seconds off 0.5 seconds on 0.5 seconds off 1 second on 3 seconds off)

Short-Long-Short (triple ring, 0.5 seconds on 0.5 seconds off 1 second on 0.5 seconds off 0.5 seconds on 3 seconds off)

29. Dial Next Number on Ring No Answer

If enabled and a ring-no-answer is detected, the **E-35-IP** will dial the next programmed Speed Dial number after the programmed amount of rings. A momentary press of the call button will dial the first programmed Speed Dial number. **Factory Setting:** 7 (will dial after 7 rings)

30. Dial Next Number on Busy

If enabled and a busy is detected, the speaker phone will dial the next programmed Speed Dial number. A momentary press of the call button will dial the first programmed phone number. **Factory Setting:** Enabled

31. Send ID Number as

The I.D. number can be transmitted as RFC 2833 or as In-Band DTMF. **Factory Setting:** RFC 2833

32. Call LED Mode

The “Call” LED can be programmed to one of four different modes. **Factory Setting:** Entry Phone

OFF Mode: Useful for silent monitoring applications. In this mode the LED will not light during normal operation. It will only light (blink) if it cannot register with the programmed SIP server or while manually resetting all network parameters to factory default.

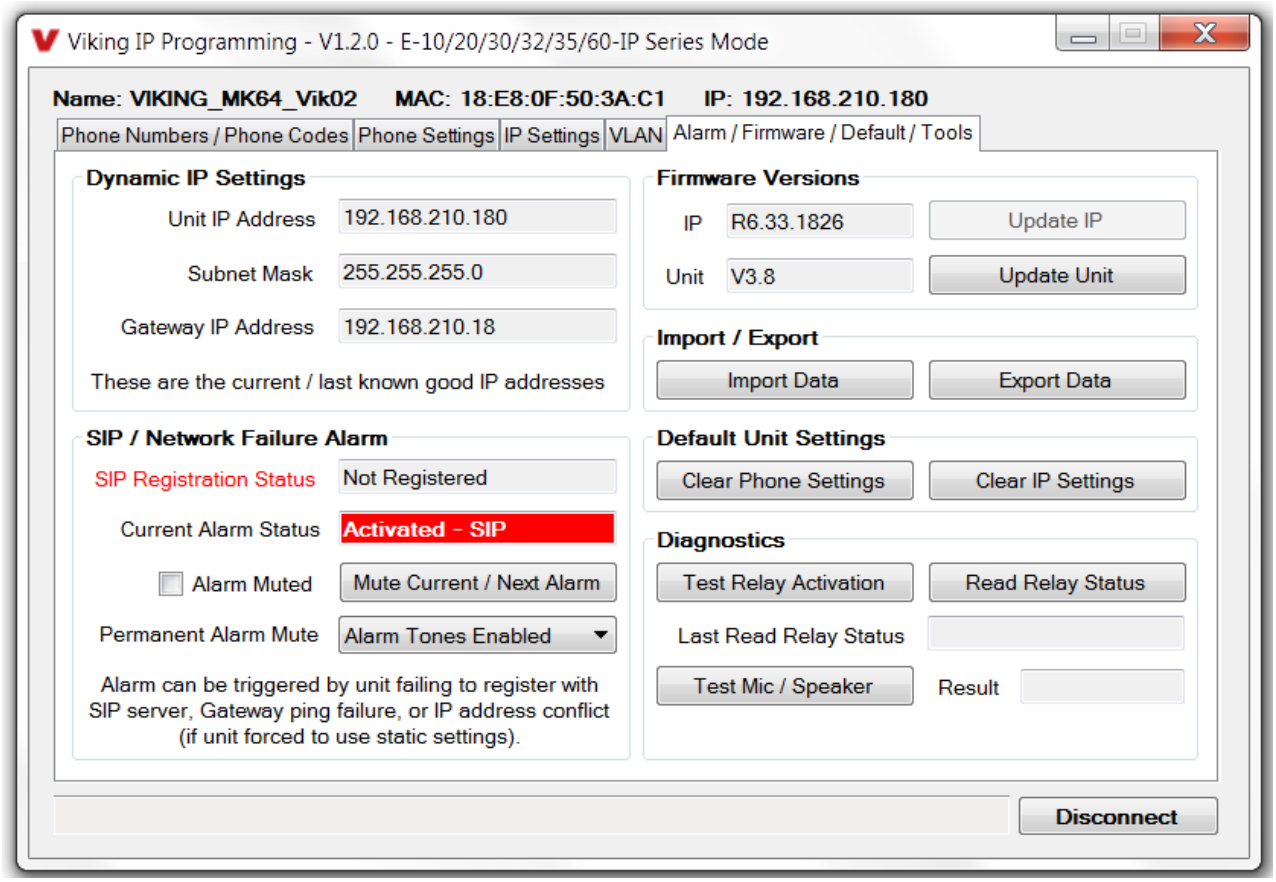
Entry Phone Mode: The LED will remain ON in the idle state, turn off while button is pressed, blink during dialing, light steady when the call is answered, then turn OFF momentarily when the call is completed.

Emergency Phone Mode: The LED will remain OFF in the idle state, blink during dialing, light steady when the call is connected, then turn OFF when the call is completed.

Emergency Phone Outbound Only: On outbound calls, the LED will remain OFF in the idle state, blink during dialing, light steady when the call is connected, then turn OFF when the call is completed. On in-bound calls, the LED will remain off. This is useful for silent monitoring on inbound calls.

33. “Call” LED Control

During outbound SIP calls the “CALL” LED can be programmed to light automatically when the called party has answered or only light after the called party has entered a touch tone “*”. **Factory Setting:** Automatic



34. Mute Current / Next Alarm

A network failure alarm will be indicated by providing 3 beeps every 30 seconds. A network failure indicates the unit is not registered to the SIP server or there is a communication failure with the gateway. The three beeps can be muted by clicking on “Mute Current / Next Alarm”. The Status LED will continue to flash to assist troubleshooting. The alarm beeps can also be permanently disabled. See Permanent Alarm Mute.

35. Permanent Alarm Mute

Selecting “Alarm Tones Disabled” will mute all alarm tones indefinitely. To re-enable alarm tones select “Alarm Tones Enabled”. **Factory Setting:** Alarm Tones Enabled

36. IP Firmware

If new **E-35-IP** firmware is available, after opening the programming software a pop window will come up asking you if you would like to update firmware. An alternative method of updating can be done by clicking the IP firmware “Update IP” button. You can then browse to the folder that contains the PIP file for updating the unit’s IP firmware. This method is typically only used when Viking Technical Support has sent you updated IP firmware

37. Unit Firmware

If new **E-35-IP** firmware is available, after opening the programming software a pop up window will ask if you would like to update firmware. Another way to update is accomplished by clicking the Unit firmware “Update Unit” button. You can then browse to the folder that contains the HEX file for updating the unit’s firmware. This method is typically only used when Viking Technical Support has sent you updated firmware.

38. Import / Export

The Import / Export feature is useful for backing up all the **E-35-IP's** programming or for importing programming when installing multiple units with a majority of the same programming.

39. Clear Unit Settings

Clicking on the "Clear Unit Settings" button in programming will reset all of the Programming Features back to their factory default settings. ***Note:*** *This command will not change or reset your IP settings.*

40. Clear IP Settings

Clicking on the "Clear IP Settings" will reset all of the IP settings back to their factory default settings. This also clears paging Group settings and Addresses. ***Note:*** *This will not effect any speaker or paging settings.*

41. Diagnostics

The Diagnostics section in the Viking IP Programming can be used to test the functionality of the mic, speaker and the on-board relay. ***Note:*** *This will not work when relay mode is set to external or Alarm.*

42. REX Input

The two green Request for Exit (REX) wires can be wired to a normally open, momentary contact push button switch. With the relay in the Doorstrike Mode, when the push button swith is pressed, the relay will be activated to open the door.

Operation

A. "CALL" Button

When the "**CALL**" button is pressed, the **E-35-IP** phone dials a pre-programmed telephone number. The Call Connected LED momentarily flashes during dialing. In the event the line is busy or there is a ring-no-answer, the unit can be programmed to call additional phone numbers.

The phone then cycles through up to 5 pre-programmed numbers until the call is answered. When the call is answered, the phones are factory programmed to automatically light the "Call" LED to show that handsfree communication to personnel is established. Once the "Call" LED is on, relay activation commands can be entered or the # key can be used to force the phone to hang-up.

After communication is established, enter the 1 or 2 digit relay activation command (factory set to "**∗∗**") to momentarily activate the entry phone (door strike) relay. If the (door strike) relay is activated, a buzz sound will be heard confirming the relay has been activated. If you require the relay to remain on continuously (ie: a truck delivery), enter Touch Tones "**∗1**" to continuously activate that relay. A double beep will indicate the (door strike) relay is latched on. When the visitor calls in again (ie: they are finished unloading the truck), enter Touch Tones "**∗0**" to deactivate the relay. A single beep will indicate the (door strike) relay is latched off. The **E-35-IP** color video camera operates completely independently of the **E-35-IP** phone board. With power supplied to the camera, it will continuously output a video signal.

B. Remote Access Operation Commands

The following commands can be entered after answering an inbound call from the entry phone. The commands can also be entered on an outbound call to the entry phone. After the entry phone auto answers the call, two beeps will be heard. If the access code has been disabled, you can now enter the Remote Access Operation Commands below. If an Access code has been programmed, enter the Access code digits. With the correct code entered, two beeps will be heard and you can now enter the Remote Access Operation Commands below.

Feature	Tone Tone Command	Description
Activate Relay	∗∗ or ___ ___	Momentarily activate relay (1 or 2 digits, factory set to ∗∗).
Un-Latch Relay	**∗0**	Un-latch* (deactivate) the relay.
Latch Relay	**∗1**	Latch* (continuously activate) the relay.
Disconnect	**#**	Disconnects or forces the emergency phone to hang up.
Send ID and Play Message	∗	Send I.D. number (if programmed) and plays the announcement.

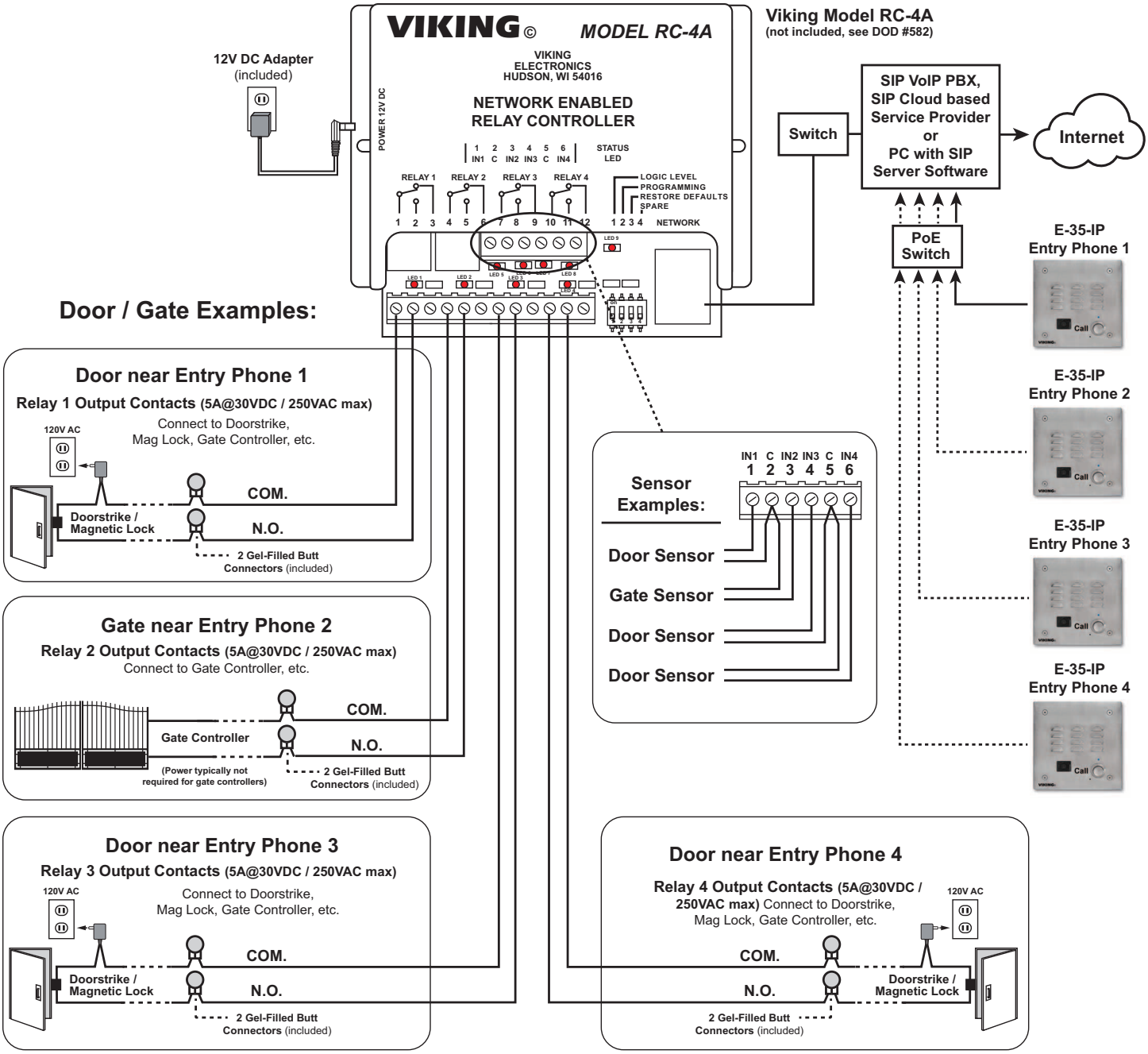
**** Note:** Latching commands must be enabled (∗**6**) in programming.*

Troubleshooting

If the unit cannot register with the programmed SIP server, the LED will blink on and off every two seconds, and three error beeps will be heard every 30 seconds until communication is restored. This alerts a potential user of a problem with the device that will prevent an emergency phone call from being made.

You may silence the error beeps, per instance, by pressing and holding the CALL button for 5 seconds or by clicking the "Mute Alarm Until Next Failure" button in the Viking IP Programming Software (see section **B** on page 10). The error beeps automatically re-enable once the unit is registered, to alert of any new problems that arise.

Using a Viking Model RC-4A for Secure Remote Relay Control



The front panel of the **E-35-IP** is mounted using security Torx screws to help prevent intruders from removing the panel and accessing the on board door strike/gate control relays. For applications requiring additional security, a Viking model **RC-4A** remote relay controller can be used. The relay controller is mounted securely inside the building and connected to the same LAN as the **E-35-IP**. The on board door strike relays would not be used in this case as the **E-35-IP** will send an encrypted message to the **RC-4A** to activate its relays which control the door strikes/gates.

Up to 4 Viking VoIP Entry Phones can communicate with one **RC-4A** allowing you to securely control four entrances.

When using an **RC-4A** for remote relay control the relays should be set to “External” in the PC programming.

Note: *If the Entry Phone loses communications with the* ***RC-4A****, the LED on the front panel of the* **E-35-IP** *will flash 3 times every 2 seconds indicating the communication error. If this error occurs, make sure the* ***RC-4A*** *is powered, has a network connection and has the correct IP address and security code of the* **E-35-IP** *displaying errors.*

Surface or Pedestal Mount Viking Products While Maintaining Weather and Vandal Resistance

The **VE-3x5**, **VE-5x5**, **VE-6x7** and **VE-5x10** add vandal and weather resistance, as well as versatility to many Viking products. The **VE-Series** backboxes are available in black fine texture powder painted steel or marine grade 316 stainless steel. The weather resistant boxes are designed to be surface mounted to a wall, post, single gang box, or a **VE-GNP** gooseneck pedestal. ***Note:*** *The **VE-3x5** is not compatible with the **VE-GNP** pedestals and is not available in stainless steel.*

The **VE-GNP** gooseneck pedestals are designed to be used with the **VE-5x5**, **VE-6x7** and **VE-5x10** backboxes and are ideal for drive up communications. ***Note:*** *The **VE-3x5** is not compatible with the **VE-GNP** pedestals.*

The **VE-PNL**'s are **VE-Series** backboxes with a blank aluminum panel. The user can customize the clear-coated aluminum panel to mount an **PRX-1** card reader, **PRX-2** keypad or switch. The kits come complete with box, gasket, panel and screws. Model numbers that end with "SS" are stainless steel version. ***Note:*** *The use of magnets to mount the **VE-Series** enclosure to a metal surface can affect the operation of the enclosed product.*

Caution: *Handsfree phones are not suitable for noisy applications (see "Important" on page 2).*

For more information on Viking Surface Mount Boxes and Pedestals, see **DOD 424**.

Add Panel Lighting to Your Viking VoIP Entry Phone

The **VE-LIGHT** kit adds bright LED illumination to any VoIP entry phone that is housed in a Viking **VE-5x5**, **VE-6x7** or **VE-5x10** enclosure.

The stainless steel bracket is easily mounted using existing holes and hardware. Two bright white LEDs are used as the light source, so there are no filaments to break or bulbs to burn out.

A 12 VDC power adapter is included. Any power source between 12 and 24 volts, AC or DC can be used to supply the **VE-LIGHT** with power.

For more information, see **DOD 428**.

VE-LIGHT shown above with Viking E-30-IP and VE-5x5 (not included)

Warranty

IF YOU HAVE A PROBLEM WITH A VIKING PRODUCT, CONTACT VIKING TECHNICAL SUPPORT: 715-386-8666

Our Technical Support Department is available for assistance Monday through Friday 8:00am to 5:00pm central time. So that we can give you better service, before you call please:

1. Know the model number, the serial number and what software version you have (see serial label).
2. Have the Product Manual in front of you.
3. It is best if you are on site.

RETURNING PRODUCT FOR REPAIR

The following procedure is for equipment that needs repair:

1. Customer must contact Viking's Technical Support Department at 715-386-8666 to obtain a Return Authorization (RA) number. The customer MUST have a complete description of the problem, with all pertinent information regarding the defect, such as options set, conditions, symptoms, methods to duplicate problem, frequency of failure, etc.
2. Packing: Return equipment in original box or in proper packing so that damage will not occur while in transit. The original product boxes are not designed for shipping - an overpack box is required to prevent damage in transit. Static sensitive equipment such as a circuit board should be in an anti-static bag, sandwiched between foam and individually boxed. All equipment should be wrapped to avoid packing material lodging in or sticking to the equipment. Include ALL parts of the equipment. C.O.D. or freight collect shipments cannot be accepted. Ship cartons prepaid to:

   VIKING ELECTRONICS
   1531 INDUSTRIAL STREET
   HUDSON, WI 54016
3. Return shipping address: Be sure to include your return shipping address inside the box. We cannot ship to a PO Box.
4. RA number on carton: In large printing, write the RA number on the outside of each carton being returned.

RETURNING PRODUCT FOR EXCHANGE

The following procedure is for equipment that has failed out-of-box (within 10 days of purchase):

1. Customer must contact Viking's Technical Support at 715-386-8666 to determine possible causes for the problem. The customer MUST be able to step through recommended tests for diagnosis.
2. If the Technical Support Product Specialist determines that the equipment is defective based on the customer's input and troubleshooting, a Return Authorization (RA) number will be issued. This number is valid for fourteen (14) calendar days from the date of issue.
3. After obtaining the RA number, return the approved equipment to your distributor. Please reference the RA number on the paperwork being shipped back with the unit(s), and also the outside of the shipping box. The original product boxes are not designed for shipping - an overpack box is required to prevent damage in transit. Once your distributor receives the package, they will replace the product over the counter at no charge. The distributor will then return the product to Viking using the same RA number.
4. **The distributor will NOT exchange this product without first obtaining the RA number from you. If you haven't followed the steps listed in 1, 2 and 3, be aware that you will have to pay a restocking charge.**

TWO YEAR LIMITED WARRANTY

Viking warrants its products to be free from defects in the workmanship or materials, under normal use and service, for a period of two years from the date of purchase from any authorized Viking distributor. If at any time during the warranty period, the product is deemed defective or malfunctions, return the product to Viking Electronics, Inc., 1531 Industrial Street, Hudson, WI., 54016. Customer must contact Viking's Technical Support Department at 715-386-8666 to obtain a Return Authorization (R.A.) number.

This warranty does not cover any damage to the product due to lightning, over voltage, under voltage, accident, misuse, abuse, negligence or any damage caused by use of the product by the purchaser or others. This warranty does not cover non-EWP products that have been exposed to wet or corrosive environments. This warranty does not cover stainless steel surfaces that have not been properly maintained.

NO OTHER WARRANTIES. VIKING MAKES NO WARRANTIES RELATING TO ITS PRODUCTS OTHER THAN AS DESCRIBED ABOVE AND DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES OR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

EXCLUSION OF CONSEQUENTIAL DAMAGES. VIKING SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO PURCHASER, OR ANY OTHER PARTY, FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL OR EXEMPLARY DAMAGES ARISING OUT OF OR RELATED TO THE SALE OR USE OF THE PRODUCT SOLD HEREUNDER.

EXCLUSIVE REMEDY AND LIMITATION OF LIABILITY. WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR ANY OTHER LEGAL THEORY, ANY LIABILITY OF VIKING SHALL BE LIMITED TO REPAIR OR REPLACEMENT OF THE PRODUCT, OR AT VIKING'S OPTION, REFUND OF THE PURCHASE PRICE AS THE EXCLUSIVE REMEDY AND ANY LIABILITY OF VIKING SHALL BE SO LIMITED.

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT EACH AND EVERY PROVISION OF THIS AGREEMENT WHICH PROVIDES FOR DISCLAIMER OF WARRANTIES, EXCLUSION OF CONSEQUENTIAL DAMAGES, AND EXCLUSIVE REMEDY AND LIMITATION OF LIABILITY, ARE SEVERABLE FROM ANY OTHER PROVISION AND EACH PROVISION IS A SEPARABLE AND INDEPENDENT ELEMENT OF RISK ALLOCATION AND IS INTENDED TO BE ENFORCED AS SUCH.

If trouble is experienced with the **E-35-IP** phone, for repair or warranty information, please contact:
Viking Electronics, Inc., 1531 Industrial Street, Hudson, WI 54016 715-386-8666

WHEN PROGRAMMING EMERGENCY NUMBERS AND (OR) MAKING TEST CALLS TO EMERGENCY NUMBERS:

Remain on the line and briefly explain to the dispatcher the reason for the call. Perform such tests in off-peak hours, such as early morning or late evenings.

PART 15 LIMITATIONS

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

CANADA

This class A digital apparatus complies with Canadian ICES-003. Cet appareil numerique de la classe A est conforme a la norme NMB-003 du Canada.

Product Support: 715-386-8666