

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
KIM NADEAU, PARKING MANAGER, FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT

SUBJECT: SECOND AMENDMENT TO GENERAL SERVICES AGREEMENT
NO. F000656 - PARKING METER SERVICES AND SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the Second Amendment to General Services Agreement (GSA) F000656 with IPS Group, Inc., San Diego, California, to increase compensation by \$600,000, for a total amount not to exceed \$1,158,121.50.

EXECUTIVE SUMMARY

The Parking Division has an ongoing need to acquire electronic parking meter services and supplies necessary to maintain and operate the City's metered parking program. The Second Amendment will add funding needed to facilitate continued parking meter services and supplies through the end of the contract term, which expires on December 31, 2020. IPS Group, Inc. continues to provide satisfactory services.

BACKGROUND

On December 3, 2013, the City Council approved GSA F000656 for a period of three (3) years with up to four (4) years of one-year extension options. IPS Group, Inc. was deemed to offer the best value to the City with RFP 13-37, solicited by the City for the purchase of single space electronic parking meters and related services. This item supported Council Goal 1 – Create a Strong, Sustainable Economic Base in that the new meters are credit card enabled and provide a more convenient and user-friendly parking experience.

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On November 29, 2016, the City Council approved the First Amendment to the GSA to extend the contract for four years and increase compensation by \$300,000.

ANALYSIS

The City has increased its IPS meter inventory from the original purchase of 215 meters to the current inventory of 456 meters, by replacing old coin-only parking meters that are beyond their useful life and replacing on-street multi-space meters with single space credit card enabled meters. In addition, the original installation of IPS meters are at the end of their useful life and need to be replaced. Additional funds are needed to purchase replacement meters and provide for repairs and for communication and credit card gateway fees through the term of the agreement. Due to the need for standardization throughout the meter system and the City's satisfaction with IPS Group's services, any potential requirement for competitive bidding shall be waived.

Upon approval of the Second Amendment, the cumulative value of the GSA F000656 will be \$1,158,121.50. Under the City's Contract/Purchase Order Modification Policy III-9, this Second Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the fiscal year 2018-19 adopted Parking Fund budget in the Finance Department. As a regular operating expenditure, the parts and services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

Not Applicable. This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

PRIOR CITY COUNCIL REVIEW

On December 3, 2013, Council awarded a three-year contract with four (4) one-year extension options in the amount of \$258,121.50.

On November 29, 2016, Council approved a First Amendment to the contract to extend the contract term by four (4) years and increase compensation by \$300,000.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

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NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/ Exhibit A – Second Amendment to General Services Agreement
F000656

CONTACT

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