

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: KIM NADEAU, PARKING MANAGER, FINANCE DEPARTMENT  
DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT  
SUBJECT: SOLE SOURCE CONTRACT FOR PARKING ACCESS AND  
REVENUE CONTROL SOFTWARE, CREDIT CARD  
PROCESSING AND REPAIR SERVICES WITH SCHEIDT &  
BACHMANN USA, INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, (1) approve a waiver of competitive bidding and a sole source agreement for parking access and revenue control software, credit card processing and repair services to Scheidt & Bachmann USA, Inc., a Delaware Corporation, for a three-year term in an amount not to exceed \$296,000 and (2) ratify prior payments made pursuant to purchase orders or blanket purchase orders issued to Scheidt & Bachmann in the amount of \$337,782.95.

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EXECUTIVE SUMMARY

The City's parking garage facilities require a system consisting of software and equipment for parking access and revenue control, credit card processing, maintenance, and repair services. The current system was upgraded in 2011 using a waiver of competitive bidding as the system in place is proprietary and Scheidt & Bachmann is the sole source for system upgrades, repairs, and maintenance. The contract for the upgrade expired in 2014. Since 2011, the City has issued annual purchase orders and/or blanket purchase orders to obtain equipment and services to keep the system maintained in good working order and to change the rates charged by Scheidt & Bachmann for processing.

BACKGROUND

The Finance Department, Parking Division (Parking) manages and maintains the City's parking program. One segment of the parking program includes five garage facilities. In order for the garage facilities to function properly, a system for parking access and revenue control which includes credit card processing is required.

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In 2011, the Council approved a waiver of competitive bidding and sole source agreement with Scheidt & Bachmann to upgrade the City's parking access and revenue control system. The contract for that work expired in 2014.

Instead of entering into a contract with Scheidt & Bachmann for ongoing equipment, processing and maintenance needs, the City issued annual purchase orders and blanket purchase orders to obtain equipment and maintenance services and to approve changes to rates charged by Scheidt & Bachmann for processing. Purchase Orders are a form of City agreement and when issued with standard terms and conditions, which are pre-approved by the City Attorney, are not reviewed and approved by the City Attorney. The cumulative total of payments made pursuant to purchase orders and blanket purchase orders exceeds \$300,000. Approval of this resolution will ratify payments made pursuant to the purchase orders and blanket purchase orders issued to obtain equipment and services and change rates charged by Scheidt & Bachmann.

PRIOR CITY COUNCIL REVIEW

Noted in background section.

ANALYSIS

Parking continues to need services and supplies associated with the repair and maintenance of the parking access and revenue control system in the garages. The current vendor is the sole source for providing these services. As such, the vendor has provided a letter documenting this status (Attachment 1). In order for Parking to continue services with the vendor, staff has prepared a General Services Agreement for a proposed three-year period in an amount not to exceed \$296,000 which requires approval by Council.

Since the upgrades in 2011, staff continues to receive services from this vendor to maintain the system. Each year a City Purchase Order was issued to the vendor to keep the system in good working order. The total amount paid from these purchase orders was \$337,782.95. Approval of this resolution will ratify payments made pursuant to these purchase orders. The following chart outlines the payments made pursuant to the above mentioned purchase orders and blanket purchase orders:

Purchase Order Number	Date Issued	Amount Paid
131064	11/18/2010	\$90,064.78
136215	5/2/2012	\$69,856.66
139570	6/12/2013	\$61,655.05
147268	6/24/2015	\$87,534.42

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152152	10/12/2016	\$28,267.44
	TOTAL	\$337,378.35

FISCAL IMPACT

There is no fiscal impact to the General Fund from approving this item. All amounts to be expended under this Agreement are paid from the Parking Fund and are included in the Fiscal Year 2017-18 adopted budget. As a regular operating expenditure, funds for this Agreement will be included in future budget proposals.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 in that the funding will accommodate upgrades, repair, and maintenance of equipment and systems within existing facilities with negligible expansion of the use.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Sole Source letter
- Resolution/Exhibit A (Agreement)

CONTACT

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