

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: KIM NADEAU, PARKING MANAGER, FINANCE
CHUCK MCBRIDE, ASSISTANT CITY MANAGER/CHIEF
FINANCIAL OFFICER, FINANCE DEPARTMENT,
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF BLANKET PURCHASE ORDER FOR MULTI-
SPACE METER PURCHASES AND ONGOING
COMMUNICATION AND SUPPORT SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve award of a five-year Blanket Purchase Order with I.P.S. Group, Inc., San Diego, California for the purchase of multi-space electronic parking meters, related communication fees, parts and services, in the amount not to exceed \$535,000.

EXECUTIVE SUMMARY

The City of Santa Rosa has a need to replace current existing multi-space pay stations at various locations that are at the end of their useful life.

BACKGROUND

The City released a Request for Proposals (RFP) 19-04 for the purchase of new multi-space parking meters. The RFP included both the purchase price of the pay stations, freight/shipping charges, set-up fees, training, establishing secure, encrypted credit card communication with the City's merchant account provider and the wireless network necessary to operate, maintain, and communicate with each credit card capable multi-space parking meter.

The multi-space meters will interface with the City's parking enforcement license plate recognition equipment to support pay-by-license-plate payment credential eliminating the need for the customer to return to their vehicle to place a receipt on their dashboard.

The multi-space meters will accept payment by coin, credit card, debit card, and pay by phone application. The multi-space-meters components are modular to provide flexibility

BLANKET PURCHASE ORDER – MULTI-SPACE PARKING METERS
PAGE 2 OF 4

with other payment possibilities in the future including smart cards and near field communication (such as Apple Pay/Google Pay). The new meters are also ADA compliant.

The City seeks new equipment and is not interested in refurbished or retrofitting the existing pay stations. The contractor will configure the back office and pay stations. The City will provide the programming information and City staff will install the multi-space meters and decals with I.P.S. Group, Inc. oversight. I.P.S. Group, Inc. will certify the installation and validation of each working meter.

PRIOR CITY COUNCIL REVIEW

N/A

ANALYSIS

Of the seven bidders on the City’s bid list for multi-single space parking meters and services, seven proposals were received from the following firms, see listed below:

<u>Bidder</u>	<u>Location</u>
I.P.S. Group, Inc.	San Diego, CA
Flowbird/Parkeon	Moorestown, NJ
Global Parking Solutions	Philadelphia, PA
Ventek International	Petaluma, CA
T2 Systems	Indianapolis, IN
Amano McGann	Roseville, MN
Mackay Meters Inc.	Sunrise, FL

A four-member evaluation panel, consisting of the Parking Division of Finance, carefully evaluated and scored the proposals based on the evaluation criteria as listed below:

Step 1 Proposal Evaluation Criteria
A. General Technical Specifications: Evaluated based upon Respondent responses to <i>Sections A – E – General Specifications, Section I – System Security and Backup, Section K – Replacement, Section L – Data Ownership and Section M – Disaster Recovery</i> of this RFP.
B. Communication and Programming Specifications: Evaluated based upon Respondent responses to <i>Section F - Communication and Programming</i> of this RFP.
C. Warranty, Support and Training: Evaluated based upon Respondent responses to <i>Section H- Warranty, Support and Training</i> of this RFP.

BLANKET PURCHASE ORDER – MULTI-SPACE PARKING METERS
PAGE 3 OF 4

D. Qualifications: Evaluated based upon Respondent responses to <i>Section D-E – Staff and Qualifications</i> of this RFP.
E. Cost Proposal: Overall cost proposal.

Step 2 Evaluation Criteria
<i>Criteria from Step 2-Field Demonstration:</i>
A. User Friendly, ease of use by patrons
B. Functionality of meters
C. Reports and back office
D. Coin collection process
E. Maintenance staff feedback on meter components and diagnostic capabilities

As part of the evaluation, Step 2 was required for a 30-day test period of the equipment which was requested of the top two candidates. Upon conclusion of the first initial scoring (Step 1), reference checks, presentations, and the test period and survey submitted by the citizens and final scoring (Step 2), the evaluation panel scored the proposal from I.P.S. Group, Inc. the highest, and agreed they offered the best value to the City for the reasons listed below:

- User friendly meter design with an easy to read display and credit card insertion area provides easier access for use.
- The keypad was more responsive and consistently registered a user’s selection.
- Faster and more intuitive user-friendly back office system, which includes financial reporting, monitoring of the equipment, and programming and maintenance options.
- Extensive reporting options that are easy to read and the ability to import into Excel spreadsheets without additional formatting requirements.
- Parking meter mechanism design more user friendly from a maintenance point of view with very few problems during the test period, easier to configure, program, and reset. Nearly all components are modular and can be swapped using a screwdriver.
- The ability to use a phone application that allows parking maintenance staff to see individual meter alarms and meter status while in the field.
- The public survey for the 30-day test period resulted in a higher satisfaction rate to the I.P.S. Group Inc. equipment.

As part of the City request for Best and Final offer, the vendor decreased the cost of the meter mechanism by 2% from their original proposal and has agreed to hold the price for any additional meters for the term of the Blanket Purchase Order. The vendor has required its terms and conditions be attached to the City’s Blanket Purchase Order and they contain a limitation of the vendor’s liability to the dollar amount of the contract. This term conflicts the terms of the City’s Blanket Purchase Order which does not contain a limitation of liability. The Blanket Purchase Order includes multi-space parking meters,

BLANKET PURCHASE ORDER – MULTI-SPACE PARKING METERS
PAGE 4 OF 4

parts and accessories, training, credit card transaction communications, and warranty for a five-year period.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2019-20 adopted budget under Project Key 45025. As a regular operating expenditure, the services as described are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

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.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Attachment 1 - Best and Final Offer/PO Terms/Insurance
- Resolution

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