

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: LUKE MORSE, PARKING PROGRAM COORDINATOR
BRANDALYN TRAMEL, PURCHASING AGENT
SUBJECT: WAIVER OF COMPETITIVE BID – BLANKET PURCHASE
ORDER 160811 AMENDMENT TO IPS GROUP, INC FOR
SINGLE SPACE PARKING METER SERVICES AND SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution: 1) waive competitive bidding pursuant to section 3-08.100(D) of the City code; and 2) approve an amendment to Blanket Purchase Order 160811 for the purchase of single space meters, ongoing maintenance, software support, and transaction communication fees with IPS Group, Inc. (IPS), San Diego, California, with an increase in the amount of \$725,000, for a total amount not to exceed \$1,260,000.

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 waiver of competitive bid approval for the amendment of Blanket Purchase Order 160811 with City Purchase Order Terms and Conditions is necessary standardization and it is in the City's best interest to combine single and multi-space meter requirements under one record, to facilitate continued parking meter services and supplies under the current infrastructure, and to pay management system fees.

BACKGROUND

In February of 2013, the City underwent a formal RFP 13-37 process that included a one-month pilot to evaluate the two finalist vendors' single space meters. Upon completion of the pilot, which included public feedback, IPS was identified as the best solution for the new parking meter infrastructure. The award for IPS equipment and services was based on various selection criteria for goods and services in the best interest of the City.

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On December 3, 2013, the City Council approved GSA F000656, IPS 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. The current term of General Service Agreement F000656 expires on December 31, 2021.

PRIOR CITY COUNCIL REVIEW

On December 3, 2013, Council awarded General Service Agreement (GSA) F000656 for a three-year with four (4) one-year extension options for single space meters in the amount of \$258,121.50.

On November 29, 2016, Council approved a First Amendment to GSA F000656 to extend the contract term by four (4) years and increase compensation by \$300,000.

On January 8, 2019, Council approved a Second Amendment to GSA F000656 to add compensation in the amount of \$600,000.

On November 5, 2019, Council approved issuance of a five-year Blanket Purchase Order 160811 for multi-space meters, communication fees, parts and services in the amount of \$535,000.

ANALYSIS

Section 3-08.100(D) of the City Code provides that purchases of supplies, material, equipment, and services may be made without recourse to competitive bidding requirements where the source of supply, necessary restrictions in specifications, necessary standardization, quality considerations, or other valid reasons for waiving competition appears. Under Section 3-08.100(D), the approval of the waiver of competitive bidding must be approved at the same level of authority as set forth in Section 3-08.110 of the City Code. Council is the award authority for this amendment to the Blanket Purchase Order and so must approve the waiver of competitive bidding.

Waiver of competitive bidding in this instance provides necessary standardization and there are other valid reasons for waiving competition as well. The City has a significant investment in IPS parking meter infrastructure and technology including spare parts, software, several serviceable years remaining on existing deployed meters, and staff training. IPS continues to be the ongoing leader in the industry for single space parking meters. Based on the satisfaction of equipment and services, uniformity of meter parts inventory, training, and the \$1.2 million dollar investment into the current parking meter infrastructure, staff deems it is in the best interest for a waiver of competitive bid and

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approval of an amendment to Blanket Purchase Order 160811 to include single space parking meter requirements.

The City Parking Division deems the IPS product and services as acceptable and satisfactory and would like to continue purchasing IPS single space meters and ongoing service under Exhibit B IPS proposal, combining needs for multi-space and single space meters under one Blanket Purchase Order.

FISCAL IMPACT

Funds for this expense are included in the fiscal year 2021-22 adopted Parking Fund budget in the Finance Department. As a regular operating expenditure, the parts and services as described will be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A (IPS Proposal Identified as Exhibit B-1)

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