TO: CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: POLICE

DATE: OCTOBER 23, 2006

CMR:378:06

SUBJECT: APPROVAL OF A CONTRACT WITH THE CITY OF INGLEWOOD IN AN AMOUNT NOT TO EXCEED $104,500 FOR THE HANDLING AND PROCESSING OF PARKING CITATIONS AND CONTRACT EXTENSIONS FOR FOUR ADDITIONAL YEARS

RECOMMENDATION

Staff recommends that Council:

1. Authorize the City Manager or his or her designee to execute the attached agreement with the City of Inglewood in the amount of $95,000 for the handling and processing of parking citations;

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with the City of Inglewood for related additional, but unforeseen services which may be required, the total value of which shall not exceed $9,500 per year;

3. Authorize the City Manager or his designee to exercise the option to renew the contract for the second through the fifth year, in his or her discretion, not to exceed the Bay Area Consumer Price Index percentage, provided the contractor is responsive to the City’s needs and the quality of the contractors’ work/product is acceptable during the prior year of the contract.

BACKGROUND

Since 1992, the City has contracted with the City of Inglewood for the handling and processing of parking citations. In 2001, the City renewed a five-year agreement with the City of Inglewood that expired in August 2006. A request for proposal (RFP) was developed and staff had planned on completing this process prior to the contract expiration date. However, due to workload issues in the City Purchasing Division, there was a delay in the distribution of the RFP. As a result, staff recommended and Council authorized a 60-day extension to the current agreement. Staff recommended the extension of the agreement to allow potential vendors enough time to develop and submit proposals and to allow staff adequate time to evaluate the proposals.
DISCUSSION

Project Description

The vendor accepts over 50,000 annual citations, enters and stores them into a database, identifies the registered owner and sends out notices outlining payment options. The vendor also provides detailed reports on a monthly basis or as needed. The City does not have the appropriate hardware, software or staffing to effectively manage this program.

Summary of the Bid Process

Staff from the Police Department and Administrative Services prepared an RFP for the processing of parking citations. The RFP requested vendors to submit proposals for services that included accepting and maintaining a citation database, identifying registered owners, providing courtesy notices, identifying delinquent parking violations and the placement and removal of vehicle registration holds.

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Parking Citation Processing/#118158</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>1 year with the option to renew yearly for 4 additional years</td>
</tr>
<tr>
<td>Number of Proposals Mailed</td>
<td>4</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>32</td>
</tr>
<tr>
<td>Pre-Bid Meeting</td>
<td>None</td>
</tr>
<tr>
<td>Number of Bids Received</td>
<td>4</td>
</tr>
<tr>
<td>Bid Pricing</td>
<td>$.68/citation to $1.40/citation</td>
</tr>
</tbody>
</table>

Four potential vendors were identified. Requests for proposals were sent to these vendors on July 21, 2006. Vendors were given three weeks to respond to the RFP. The RFP was extended one week in order to answer additional questions from the vendors. Staff received proposals from each of the four vendors.

An evaluation committee comprised of representatives from the City’s Purchasing Division and Police Department reviewed and ranked the proposals. Staff recommends that the bid of $1.40/citation submitted by the City of Inglewood be accepted.

The recommendation is based on the contractor’s experience and relationship with the City, their excellent customer service; adaptable and user-friendly software; ability to provide urgent software support; 24-hour-a-day technical service from the data center; on-site and timely training; and the lack of any transitional costs for a new program. Several of the other vendors also had additional costs as part of the contract for any services that went beyond the basic package. The City of Inglewood provides those services at no additional charge.
In July 2007, the City of Inglewood will be making some internal software and hardware changes which should not affect the service it provides to the City. However, the City has negotiated a 60-day, two-way opt-out clause to the contract in case there are changes to the costs or services.

**RESOURCE IMPACT**

The funds for the agreement in the amount of $95,000 are in the Police Department 2006-2007 budget.

**POLICY IMPLICATIONS**

This report does not represent any change to existing City policies.

**ATTACHMENTS**

Attachment A: Contract  
Attachment B: Bid Matrix

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