

**City of Culver City, California
Agenda Item Report**

Meeting Date: 6/22/15		Item Number: <u>C-7</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Service Agreement with Amano McGann Inc., for Maintenance Services Related to Equipment and Software for the Parking Management System at the Cardiff, Watseka, and Ince Parking Structures to Extend the Agreement for One Additional Year (to 06/30/16) for a Not-to-Exceed Additional Cost of \$50,222.40.			
Contact Person/Dept.: Mary A. Essuman/CDD Todd Tipton/CDD		Phone Number: (310) 253-5708 (310) 253-5783	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas - City Council (06/18/15); (E-Mail) Amano McGann Inc., Downtown Business Association, and Chamber of Commerce on (06/17/15).			
Department Approval: Sol Blumenfeld (06/16/15)		City Attorney Approval: Carol Schwab (by H. Baker) (06/17/15)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/17/15)		City Manager Approval: John M. Nachbar (06/17/15)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Amano McGann, Inc. for services related to maintenance of parking management equipment and software located at the Cardiff, Watseka, and Ince Parking Structures to extend the Agreement for one additional year (to 06/30/16) for a not-to-exceed additional cost of \$50,222.40. <u>BACKGROUND</u> Amano McGann (Amano) is the contracted maintenance service provider for parking management equipment and software (System) installed at the Cardiff, Watseka, and Ince Parking Structures. The System includes proprietary hardware and software and a web client that allows Amano to access the System remotely for System management purposes. The System includes: 1. All entry and exit barrier gates and accompanying control software. 2. All registers located in the parking booths at exits. 3. All access control equipment, including keycard readers and ticket dispensers 4. Software that provides access, revenue, count monitoring, and debit and credit card controls.			

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The existing agreement covers repair of malfunctioning equipment including specified parts and labor during regular business hours and emergency repairs outside regular business hours. The existing agreement also covers technical support for the software via telephone or e-mail during regular business hours or emergency support services after regular business hours.

Typically, the City has entered into a new three year term professional service agreement with Amano whenever the term for a previous professional service agreement has expired. The existing agreement will expire on June 30, 2015. The City is considering the implementation of a pay-on-foot system. Therefore, at this time, staff is recommending the one year extension.

DISCUSSION:

Amano has agreed to a one year extension based on the same terms and conditions as the existing agreement.

Per Culver City Municipal Code Section 3.07.045.A, these services are exempt from formal competitive bid requirements, as Amano is the sole source for authorized repair and maintenance of this proprietary System and has been providing maintenance services since the equipment was installed when the structures were first constructed. The efficient operation of the parking structures relies upon the timely performance of maintenance and repair activities of the System, including the availability of 24-hour technical support for the software.

FISCAL ANALYSIS:

The proposed amendment will be billed quarterly at a cost of \$10,463. The total cost of the one year period is as follows:

Estimated Contract Budget	Annual City Budget
Business Hours Maintenance/Repairs	\$41,852.00
Time and Materials Work (for items not included as part of the System maintenance)	\$ 8,370.40
Total:	\$50,222.40

Sufficient funds have been included in the City Manager's Proposed Budget for Fiscal Year 2015/2016 to fund the proposed amendment.

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MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with Amano McGann, for maintenance and repair services of the access equipment and software system in the Cardiff, Watseka, and Ince Parking Structures to extend the Agreement for one additional year (to 06/30/16) for a not-to-exceed additional cost of \$50,222.40; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.