

MEETING DATE: 1/30/12

**AGENDA ITEM: JOINT CITY COUNCIL AND PARKING AUTHORITY BOARD
AGENDA ITEM: FOUR-FIFTHS VOTE REQUIREMENT –
Approval of an Agreement with Modern Parking, Inc. for
Parking Management Services at the Cardiff, Ince, and
Watseka Parking Structures and the Venice and Virginia
Parking Lots.**

ATTACHMENTS

<u>Item</u>	<u>Description</u>	<u>Pages</u>
1.	Modern Parking request for compensation increase, dated January 11, 2012	1 - 3
2.	Proposed Scope of Service	4



MODERN PARKING, INC.
NATIONWIDE

January 11, 2012

Mr. Todd Tipton
Redevelopment Administrator
Culver City Redevelopment Agency
9770 Culver Boulevard
Culver City, CA 90232

Re: Parking Service Compensation

Mr. Tipton:

Modern Parking appreciates the opportunity to provide professional parking services for Culver City. The redevelopment of the downtown district has proven very successful, and visitors are provided quality services by our staff at the parking structures which support the business district.

We have been able to manage our operating cost very conservatively over the last couple of years and in doing so, have maintained a level of compensation for our services that has remained constant. It has been our goal to provide quality service at an economical cost during the downturn in the economy and the recessionary period.

As we review the upcoming 2012 year, we are in need of an increase to the wages of the staff that support the parking services for Culver City's parking operations. It is anticipated that the overall wages for the staff will increase by 3.5%, which will increase the overall operating compensation by 2.7%. Employee wages have not been increased since the 2008-2009 period, and at this time an increase is warranted.

The amount of activity at the garages has also increased substantially over the last few years, and we are recommending the addition of a business day supervisor to assist with our manager in the overall duties that have increased. The addition of a supervisor represents an increase of 6.4% to the compensation budget.

In summary, we are respectfully requesting the increase in compensation for staff level wage increases and the addition of a business day supervisor. The compensation amounts to an increase of \$ 49,600 annually.

Please review the request and let us know if you have any questions. We believe that the operating staff will appreciate your consideration of increased compensation.

Sincerely,

Gary Pitts
Executive Vice President
Modern Parking, Inc.

TOTAL QUALITY MANAGEMENT

1200 Wilshire Blvd. Suite 300, Los Angeles, Ca. 90017 • Phone 213 482-8400 Fax 213 482-7600

1.0 Maintenance Services

Contractor shall provide maintenance services on an ongoing basis at the various facilities. Listed below are the services needed and the matrix in **Exhibit A** shows the frequency and location for these services. Not all services are needed in all of the facilities.

1.01 Localized Sweeping

This consists of sweeping the high traffic areas and other areas that gather debris on a regular basis. This includes sweeping of stairs and general removal of debris from landscape areas.

1.02 General Refuse Removal

Emptying of garbage receptacles and removal of litter.

1.03 Trash Room Litter Removal

Picking up litter in the area in and around the trash room. This also includes disposing of trash that has piled up.

1.04 Power Sweep Parking Surface

This consists of power sweeping the entire parking surface on a scheduled basis.

1.05 Cleaning Structure Walls/Pipes

This includes pressure washing the walls, and pipes of the structure.

1.06 Cleaning Parking Booth/Control Equipment

This includes cleaning the windows, doors, walls, and work surfaces of the parking booth and surrounding curbs/islands. Also, the housings of the parking control equipment will be cleaned or painted as needed.

1.07 Elevator Cleaning

This includes the removal of litter when necessary and the cleaning of the inside of the elevator surfaces. Elevator to be cleaned on a scheduled basis. Includes subcontractor film protection.

1.08 Pressure Washing Services

This includes the pressure washing of all parking levels, lobbies, and drive areas.

1.09 Stairwell/Lobby Pressure Washing

This includes the pressure washing of all stairwells and lobby areas.

1.10 Graffiti Removal

All graffiti is to be removed as soon as possible, unless replacement of major equipment is needed. Graffiti must be removed from elevator interiors, structure walls, signs, elevator glass, and floors.

1.11 General Deterioration Maintenance

This includes, but is not limited to:

- Repairing existing signs
- Touch-up painting to all surfaces
- Minor plumbing repair and replacement, including vandalized pipes
- Minor electrical system repairs
- Door hardware and lock repair/replacement
- Replacement of anti-skid tape throughout garage stairwells
- Rust Removal from metal surfaces

1.12 Re-striping

Maintaining and re-striping all paint on parking surfaces in the structures on an as-needed basis.

1.13 Janitorial Services

This includes cleaning of office and restrooms.

1.14 Maintenance Supplies

The Contractor will be responsible for supplying all materials necessary for providing the services. This must include all types of maintenance supplies, including but not limited to: general cleaning supplies, cleaning equipment, bathroom supplies, mops, graffiti remover, “wet floor” signs, brooms, trash bags, etc.

2.0 ***Engineering Services***

Contractor shall provide various engineering services for these facilities.

2.1 Lighting Maintenance

The Contractor will be responsible for replacing burned-out or vandalized lights and/or fixtures, when it is not functioning properly, in each facility due to any reason including but not limited to vandalism, accident or general wear and tear. The Contractor will be responsible for all lights in the facility except any exterior lighting and/or lights that require special electrical contract application. Special lighting circumstances, monument signs and roof stanchion maintenance shall be contracted to a professional electrical service provider, with competitive bids submitted to the City for approval and funding.

2.2 Emergency Lighting

The Contractor will test emergency lights and exit signs monthly to ensure they are functioning correctly. The Contractor will repair or replace equipment when it is not functioning properly.

2.3 Elevator Maintenance

The Contractor will maintain the elevators in such a way as to ensure their safety and proper operation through a qualified subcontractor. An elevator maintenance contract shall ensure that a repair person shall be available 24 hours per day, 7 days per week to make emergency repairs as necessary. Contractor cost must include a minimum of two (2) after-hours service calls per month. The Contractor will act as City’s agent to obtain the proper State of California elevator permits. Any expenses needed to pass the inspection or to keep the elevators operational will be paid by the City, unless the City determines the repairs are for items that are covered by a regular maintenance contract.

2.4 Parking Control Equipment Maintenance/Repair

The Contractor shall have the parking control and communications system services by a reputable subcontractor who is familiar with the McGann parking software and Amano-Cincinnati PARC (Parking Access & Revenue Control) equipment. Equipment repairs are to be included in the expense projection, and can be provided through an on call basis. The City retains the right to require a maintenance contract for equipment, which if required will be added on to the expense projection.

2.5 Drain Maintenance

This includes the regular inspection and cleaning of any drains on the parking surface and roof of the structure. If the drains are clogged, the Contractor will be responsible for any necessary repairs.

2.6 Fire Equipment Testing/Maintenance

This includes the annual testing of the fire extinguishers to ensure they are in working order. This includes annual recharging of the fire extinguishers and replacement of damaged or stolen fire extinguishers and cabinets. The number of fire extinguishers in each structure is as follows:

Ince:	15
Cardiff:	11
Watseka:	10

2.7 Fire Alarm Monitoring/5-Year, Annual, and Semi-Annual Testing

Fire alarm monitoring will be provided by the City.

2.8 Air-Conditioning Maintenance

This includes the maintenance, repair and upkeep of the air-conditioning equipment at each facility.

2.9 Exhaust Fans/CO2 Sensors

The Contractor will maintain the fans/sensors in such a way as to ensure their safe and proper operation.