

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

Meeting Date: <u>08/06/12</u>		Item Number: <u>JC-1</u>	
JOINT CITY COUNCIL AND PARKING AUTHORITY AGENDA ITEM: Approval of a Professional Services 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.			
Contact Person/Dept.: Todd Tipton/CDD; Christopher Evans/PW;		Phone Number: (310) 253-5783 (310) 253-5621	
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 (08/01/12); (E-Mail) Meetings and Agendas – Parking Authority (08/01/12); Modern Parking Inc (06/06/12); Amano McGann Inc (06/06/12).			
Department Approval: Sol Blumenfeld (07/17/12)		City Attorney/Authority Counsel Approval: Carol Schwab (by H. Baker) (07/31/12)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (08/01/12)		City Manager/Executive Director Approval: John Nachbar (08/01/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council and the Culver City Parking Authority Board (Authority Board) approve a three-year professional services agreement with Amano McGann, Inc. in the amount of \$150,667.20 for services related to maintenance of parking management equipment and software located at the Cardiff, Watseka and Ince Parking Structures. <u>BACKGROUND:</u> Amano McGann 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, software and an online website necessary to manage vehicle entry and exit at the parking structures. The System's hardware primarily 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.			

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The System's software primarily includes:

1. Access, revenue, count monitoring and debit and credit card controls.

Per Culver City Municipal Code Section 3.07.045.A, these services are exempt from formal competitive bid requirements, as Amano McGann is the sole source for authorized repair and maintenance of this proprietary System. 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.

The agreement with Amano McGann has expired. The agreement covered repair of malfunctioning equipment including specified parts and labor during regular business hours and emergency repairs outside regular business hours. The service agreement also covered technical support for the software via telephone or e-mail during regular business hours or emergency support services after regular business hours.

DISCUSSION:

Amano McGann has agreed to a three year professional services agreement with the City and Parking Authority on the same terms and conditions as the previous agreement. Staff recommends approval of the three year professional services agreement based on the following:

1. Technical Implications: Amano McGann installed and has maintained the existing System for the past three years. The equipment and software is proprietary and belongs to Amano McGann. As a result, software upgrades and patches will be seamless.
2. Practical Implications: The current parking control system is functioning adequately; therefore replacement of the System is not necessary at this time.
3. Financial Implications: Staff contacted several vendors and found that installation of a new parking System is more expensive than the continued maintenance of the existing System by Amano McGann.
4. Operational Implications: Amano McGann has provided preventive maintenance and emergency repair services for the parking structures for many years and is fully knowledgeable of the parking structure operations.

In addition, Amano McGann continues to provide satisfactory service and is responsive to repair requests.

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The proposed professional services agreement includes the following:

Amano McGann Proposal:

Maintenance Services	Quarterly Cost	Annual Cost	3-Year Contract Value
Preventive Maintenance	\$ 10,463.00 (\$110/hour Rate)	\$41,852.00	\$ 125,556.00
Equipment Maintenance and Repair (regular hours)			
Software Technical Support (via phone or email or on site) during normal business hours)			
Emergency Repair (outside normal business hours)		1.5* Rate	
Emergency Repair (Sunday and Holidays)		2* Rate	

The contract excludes:

- Detector loops (due to environmental and structural conditions).
- Consumable supplies including, but not limited to, gate arms and related hardware, ribbons, paper tapes, print heads, tickets, batteries, shear pins and installation and/or delivery of same.
- Malfunctions resulting from acts of God, collision, vandalism, misuse, electrical surges or power failure, improper installation of ribbons or paper tapes or the use of non-manufacturer approved supplies.
- Programming of equipment and computers due to rate changes, power outages, time and date changes, or data loss or corruption.

These items will be billed on a time and material basis. Staff recommends a 20% contingency to cover these costs. With a 20% contingency the total proposed professional services agreement is as follows:

Estimated Contract Budget	Annual City	Annual Parking Authority	3-Year Total
Business Hour Maintenance/Repairs	\$94,167	\$31,389	\$125,556
20% Contingency	\$18,833	\$6,278	\$25,111
Total:	\$113,000	\$37,667	\$150,667

FISCAL ANALYSIS:

If approved, the annual cost for maintenance and repair service performed during normal business hours will be \$41,852. The total three-year contract amount will be

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\$125,556. A portion of the amount will be paid by the City, as owner of the Ince and Watseka Parking Structures, and the remainder will be paid by the Culver City Parking Authority, as owner of the Cardiff Parking Structure.

Sufficient funds have been allocated in the following accounts for Fiscal Year 2011/2012 and 2012/13: Cardiff – 48193100, Watseka – 48195800, Ince - 48193800. Funds for Fiscal Years 2013/2014 and 2014/2015 will be allocated in future budget cycles.

MOTION:

That the City Council:

1. Approve a three-year professional services agreement with Amano McGann in the amount of \$125,556 for maintenance and repair services of the access equipment and software system in the Watseka and Ince Parking Structures; 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.

That the Culver City Parking Authority Board:

1. Approve a three-year professional services agreement with Amano McGann in the amount of \$37,667. for maintenance and repair services of the access equipment and software system in the Cardiff Parking Structure; and,
2. Authorize the Authority Counsel to review/prepare the necessary documents; and,
3. Authorize the Executive Director to execute such documents on behalf of the Authority.