



City of Culver City

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Staff Report

File #: 16-1069, **Version:** 2

Item #: C-20.

CC - Authorization of a Purchase Order with IPS Group, Inc., for the Purchase of 1100 Parking Meters and Related Parts and Equipment in an Amount Not-to-Exceed \$1,045,137.15.

Meeting Date: May 30, 2017

Contact Person/Dept: Gabe Garcia/Public Works Department

Phone Number: (310) 253-5633

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 (05/24/17);

Department Approval: Charles D. Herbertson/Public Works Director/City Engineer (05/23/17)

RECOMMENDATION

Staff recommends the City Council authorize a purchase order with IPS Group, Inc., for the purchase of 1100 parking meters, housing units, yoke extenders, e-locks, sealed coin boxes, and spare parts, in an amount not to exceed \$1,045,137.15, to be paid from PZ-949 New Parking Meter project.

No parking meters purchased with this authorization will be installed at new locations without adoption of a future resolution by the City Council and with public notification.

BACKGROUND/DISCUSSION

In January 2011, staff presented to the City Council proposed objectives and policies to guide the future installation of parking meters. The policy direction received from the City Council was to install parking meters adjacent to all business/commercial/ industrial streets, except places of worship, schools, State and Federal government facilities, and residential frontages. The City Council also adopted exceptions to these exclusions, when the excluded facility made a request for meter installations, in writing. In order for staff to install parking meters at specific locations, the explicit authorization from the City Council is still necessary, by adoption of a Resolution.

Since then, staff has annually installed new parking meters and replaced some existing mechanical meters with smart meters. Approximately 2,200 smart meters have been installed, thus far, and the previously-approved installation of approximately 500 more smart meters will be completed in June, 2017, in the Arts District, Culver City Park, the west side of National Boulevard, and the adjacency to the King Fahad Mosque. In continuing the policy direction received from the City Council to install parking meters on all business/commercial/industrial streets, in this report, staff requests the City Council authorize the purchase of additional smart parking meters in preparation for the next parking meter installation project.

There is an opportunity to purchase new IPS smart meters at a discount of approximately \$100,000 before the end of the fiscal year on June 30, 2017.

Future Installation Locations

Staff is currently reviewing locations that are compliant with the City Council's direction for installation of smart parking meters. This effort is slated to be completed by the end of this calendar year.

Community Outreach

Prior to installation of parking meters, and as part of the normal process for Public Works, staff will conduct community notification, and when necessary, community meetings may be held to address issues of operation, such as appropriate time-limits for a given block.

Because the approval of the purchase of these meters does not impact any specific locations, outreach has not been conducted at this point.

Existing Mechanical Meters Change-Over

With the proposed purchase of these smart meters, IPS will replace approximately 300 remaining mechanical parking meters at locations throughout the City. Staff has been working toward phasing out these mechanical meters to provide the benefits of smart meters to the adjacent businesses. The other 800 meters will not be installed until the City Council adopts a future resolution authorizing the placement of parking meters at the new designated locations.

IPS Smart Meters

Staff recommends the City Council approve the purchase of 1,100 IPS smart meters, (which is the City's standard smart meter), to meet the needs of the next parking meter installation project.

The City has purchased all its existing smart parking meters from IPS Group, Inc. Therefore, staff recommends that the meters, housings, and the electronic locks and keys be purchased from and installed by IPS Group. Currently IPS Group is the sole source for these parking meters.

The IPS smart meters communicate wirelessly with network servers for reporting of transaction data, with City meter maintenance, and meter revenue collection staffs, and with credit card processing services.

Competitive Bidding Requirements Do Not Apply

This purchase is exempt from the formal bidding requirements, pursuant to Section 3.07.045.B of the Culver City Municipal Code, which provides that the requirement for formal competitive bidding does not apply when the equipment: "... Is a component for equipment or a system of equipment previously acquired by the City, and is necessary to repair, maintain or improve the City's utilization of the equipment."

FISCAL ANALYSIS

The purchase of the smart meters cost is described as follows:

Item	Description	Extension
1	Smart Parking Meters	\$511,500.00
2	Housings	\$162,000.00
3	Yoke Extenders	\$35,750.00
4	IPS Vault Coin Cans	\$33,800.00
5	Spare Parts	\$25,000.00
6	Electronic Locks	\$148,500.00
7	Vault Doors for retrofits	\$7,500.00
8	Electronic Collector Keys	\$1,660.00
9	Contact Pen Cleaner	\$260.00
10	Freight	\$11,200.00
11	Installation	\$20,000.00
12	Subtotal	\$957,170.00
13	9.5% Sales tax	\$87,967.15
14	Total	\$1,045,137.15

Project Budget

Proposed Project Budget, PZ-949, available funds: \$1,527,662.49.

There is sufficient funding available in PZ-949 New Parking Meter CIP to pay for this project's agreements and purchases.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Authorize a purchase order with IPS Group, Inc. for the purchase of 1100 parking meters, housing units, yoke extenders, e-locks, sealed coin boxes, and spare parts, in an amount not to exceed \$1,045,137.15, to be paid from PZ-949 New Parking Meter project;
2. Authorize the Purchasing Officer to issue the purchase order.