THE CITY OF ASHEVILLE

STAFF REPORT

City Council Meeting Date: May 10, 2022

Subject: Renew/amend an existing contract with Passport Labs, Inc for the City to utilize several new enforcement tools, including license plate based enforcement of time-limited spaces, and a Web-based parking permit management platform.

Staff Resource(s): Ken Putnam, Transportation Department Director
Garrett Male, Parking Services Division Manager

Action Requested: Adopt a resolution authorizing the City Manager to amend a contract with Passport Labs, Inc. to utilize several new enforcement tools, including license plate based enforcement of time-limited spaces, and a Web-based parking permit management platform, and change the scope of the contract as follows:

- Suspend payment of the annual hosted server for Passport's enforcement and parking permit software system until October 2022 ($5,225.00);
- Increase the contract value from $89,000.00 to $500,000.00 - the total value expected over the life of the contract (three years, if all renewals are exercised).
- Encompass the first of three one-year contract renewal options.

Background:

- In March 2021, the City of Asheville entered into a contract with Passport Labs, Inc., in the amount of $89,000.00 to provide parking enforcement management services;
- The contract was entered into via a contract for goods and services as issued by the National Cooperative Purchasing Alliance (NCPA);
- Purchases made via the NCPA are exempt from the Asheville Business Inclusion (ABI) Policy;
- The cooperative agreement was competitively advertised and awarded to Passport Labs, Inc.;
- Passport Labs has provided these services to the City continuously to-date, and the recommended contract renewal/amendment will allow the City to utilize several new enforcement tools, including license plate based enforcement of time-limited spaces, and a Web-based parking permit management platform.
- This contract is not related to the contract with Flash Parking for the parking access and revenue control systems (PARCS) within City-operated parking garages.

Vendor Outreach Efforts:

- No new efforts.
- The existing contract with Passport Labs, Inc. was issued in March of 2021 as a result of a competitive nationwide advertisement and selection process.

Council Goal(s):

- Transportation and Accessibility

Committee(s):

- None

Pro(s):

- This action will allow continuity of parking enforcement services within the City of Asheville.

Con(s):

- Failure to take this action means that continuity of existing parking enforcement services cannot be provided.

Fiscal Impact:

- The funding source for this contract amendment is included in the Parking Services Division's Enterprise Operating Budget; the first year of the renewal is expected to cost $141,000.

Suggested Motion:

- Motion to adopt a resolution authorizing the City Manager to amend a contract with Passport Labs, Inc. to utilize several new enforcement tools, including license plate based enforcement of time-limited spaces, and a Web-based parking permit management platform;and change the scope of the contract as follows:
  - Suspend payment of the annual hosted server for Passport's enforcement and parking permit software system until October 2022 ($5,225.00);
  - Increase the contract value from $89,000.00 to $500,000.00 - the total value expected over the life of the contract (three years, if all renewals are exercised).
  - Encompass the first of three one-year contract renewal options.

Attachment(s)

- Resolution

RESOLUTION NO. 22-____

RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE EXISTING PARKING ENFORCEMENT SERVICES CONTRACT WITH PASSPORT LABS, INC. FOR THE CITY TO UTILIZE SEVERAL NEW ENFORCEMENT TOOLS, INCLUDING LICENSE PLATE BASED ENFORCEMENT OF TIME-LIMITED SPACES, AND A WEB-BASED PARKING PERMIT MANAGEMENT PLATFORM; AND TO RENEW THE CONTRACT FOR THE FIRST OF TWO ONE-YEAR RENEWAL PERIODS, TO PROVIDE ADDITIONAL CLARITY TO THE SCOPE OF WORK, AND TO INCREASE THE TOTAL NOT-TO-EXCEED CONTRACT VALUE

WHEREAS, the City of Asheville has authority pursuant to N.C.G.S. §143 -129 for letting of public contracts; and

WHEREAS, the City of Asheville and Passport Labs, Inc. have entered into a contract for parking enforcement services for City of Asheville; and

WHEREAS, the City desires to renew the contract, and utilize additional enforcement tools requiring an increase in the contract value;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

City Council hereby authorizes the City Manager to amend City of Asheville Contract #92100201 with Passport Labs, Inc. for the City to utilize several new enforcement tools, including license plate based enforcement of time-limited spaces, and a Web-based parking permit management platform; and to to execute the first of three one-year renewal options, and change the scope of the contract as follows: (1) Suspend payment of the annual hosted server for Passport's enforcement and parking permit software system until October 2022 ($5,225.00); and (2) Increase the contract value from $89,000.00 to $500,000.00 - the total value expected over the life of the contract (three years, if all renewals are exercised).

Read, approved and adopted this the 10th day of May, 2022.

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City Clerk Mayor

Approved as to form:

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City Attorney