THE CITY OF ASHEVILLE

STAFF REPORT

Council Meeting Date: December 8, 2020

Subject: Citation Management Ratification and Contract Extension

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

Action Requested: Adoption of a resolution ratifying the services rendered to the City by Passport Labs, Inc. at the expiration of the initial contract term (September 30, 2020) to present, and authorizing the City Manager to extend the parking citation management contract (# 91800137) with Passport Labs, Inc. until February 28, 2021.

Background:

- In addition to the parking citation management contract, Passport Labs currently serves the City of Asheville by providing an app that allows parkers to pay for parking on their mobile device through a separate contract.
- These are two separate contracts with Passport.
- The City of Asheville entered into a contract with Passport Labs, Inc. on October 1, 2017 for parking citation management services.
- The original contract expired on September 30, 2020, and did not include any provisions for renewals.
- Passport Labs, Inc. has continued to provide the City services upon the expiration of the initial contract term until present.
- The requested contract extension through February 28, 2021, allows City staff additional time to complete negotiations with the vendor for a new service agreement.
- The new service agreement will utilize a cooperative purchasing agreement, and is expected to result in a reduction in the cost of services given an identical scope of work to the current contract.
- The services provided by Passport Labs, Inc. are integral to Parking Services Division operations.

Vendor Outreach Efforts:

- N/A - This is a current contract.

Council Goal(s):

- Transportation and Accessibility.

Committee(s):

- None

Pro(s):

- Enables the City to continue using an existing agreement which allows for the efficient management of City-operated parking spaces.

Con(s):

- None

Fiscal Impact:

- The requested contract extension does not increase the current amount of the contract.

Suggested Motion:

- Motion to adopt a resolution ratifying the services rendered to the City by Passport Labs, Inc. at the expiration of the initial contract term (September 30, 2020) to present and authorizing the City Manager to extend the parking citation management contract (# 91800137) with Passport Labs, Inc., until February 28, 2021.

Attachment(s)

- Resolution

RESOLUTION NO. 20-____

RESOLUTION RATIFYING SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN EXTENSION TO THE EXISTING PARKING CITATION MANAGEMENT SERVICES CONTRACT BETWEEN THE CITY OF ASHEVILLE AND PASSPORT LABS, INC.

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 entered into a contract with Passport Labs, Inc. on October 1, 2017 for parking citation management services; and

WHEREAS, the original contract expired on September 30, 2020 and did not include any renewal options; and

WHEREAS, at the expiration of the initial contract term Passport Labs, Inc. continued to rendered services to the City; and

WHEREAS, an extension of this contract, until February 28, 2021, and ratification of services rendered is necessary to continue use of services while terms of a new agreement are finalized;

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

City Council hereby ratifies the services rendered to the City by Passport Labs, Inc., at the expiration of the initial contract term (September 30, 2020) to present, and authorizes the City Manager to extend contract # 91800137 with Passport Labs, Inc. through February 28, 2021, for continued parking citation management services.

Read, approved and adopted this the 8th day of December, 2020.

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City Clerk Mayor

Approved as to form:

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City Attorney