City Council Agenda Item Request

Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 4/2/20206

2. **Primary contact person and Department requesting agenda item:** Jessica Morriss and Sabrina Tolley, Transportation Department

3. **Requested Council meeting date:** 04/28/2026

4. **Subject:** Parking Access Revenue Control System (PARCS) Contract with Flash Parking

5. **Action Requested:** Adopting a resolution authorizing the City Manager to execute a one-year contract with up to two one-year renewal options with Flash Parking for the Parking Access Revenue Control System.

6. **Note if time sensitive, and why:** Yes. The existing contract will expire July 1, 2026. A new contract with Flash Parking is necessary to continue operating the existing equipment and software needed for revenue collection and access control in the City's public parking garages. Failure to do so would result in significant lost revenues.

7. **Potential fiscal impact(s) - if known by staff at time of request:** The total contract amount, including both renewals (if executed) is a not to exceed amount of $192,744, with a Year 1 cost of $61,140, an Option Year 2 cost of $64,197, and an Option Year 3 cost of $67,407.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - The contract for software and maintenance will be purchased via a National Purchasing Partners (NPPGov) cooperative purchase contract.
    - The NPPGov purchasing cooperative used a competitive RFP process to select and award the contract to Flash Parking, and purchases made using a cooperative purchasing contract are exempt from the Asheville Business Inclusion (ABI) Policy.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** NA

10. **Identify key issues:**
    - Flash Parking is the City's current vendor for Parking Access Revenue Control System and software used to operate and collect revenues in the City's public parking garages.
    - The equipment was purchased in 2021 and the existing contract will expire July 1, 2026. A new contract with the existing vendor must be executed to continue using the existing equipment, which is still functional and has not reached the end of its useful life.
    - This action will authorize a one-year contract with up to two one-year renewal options with Flash Parking to continue software and maintenance services of the existing Parking Access Revenue Control System.