

Agenda Report

TO: CITY COUNCIL

DATE: July 1, 2002

FROM: City Manager

SUBJECT: CONTRACT AWARD TO INTER-CON SECURITY SYSTEMS, INC. FOR CITYWIDE PARKING ENFORCEMENT SERVICES

RECOMMENDATION:

It is recommended that City Council:

1. Authorize the City Manager to enter into a contract with Inter-Con Security Systems, Inc. for parking enforcement services on designated streets, lots and parking structures in the City of Pasadena in an amount not to exceed \$582,080. Formal bidding was not required pursuant to Charter Section 1002 (F), professional or unique services; and
2. Approve a journal voucher amending the FY 2003 Operating Budget to appropriate \$109,956 to the Parking Enforcement Program (Account 8114-101-763250) from the unencumbered General Fund balance.

BACKGROUND:

The City's parking enforcement program consists of two parking enforcement representatives and two senior parking enforcement representatives employed by the City. This program is also supplemented with contract personnel, who provide dispatch, patrol and related services. The current contract with Inter-Con Security Services, Inc. expired on June 30, 2002 and a purchase order contract was opened for a period of 4 weeks commencing on July 1 in order to continue providing parking enforcement services during the award process.

On May 23, 2002, the Public Works and Transportation Department released a Request For Proposals (RFP) to solicit proposals for parking enforcement services to assist City staff with administering federal, state and municipal parking regulations. The initial contract term specified in the RFP is for one year with an option for two additional one-year terms at the sole discretion of the City Manager based upon performance, price, and availability of City funds. The contract should commence on or about July 15, 2002.

As stated in the City's RFP, the Contractor shall perform parking enforcement services on municipal streets 24-hour a day, seven days a week and citywide, except on certain holidays and designated periods when it is determined that it is in the best interest of the City to suspend parking enforcement services. The services included are listed below.

- **Regular Patrol:** Patrolling designated routes on staggering time schedules with the primary responsibility of enforcing city, state and federal parking laws and regulations. This also includes participating in any hearing process or subsequent process involving a contested or challenged parking citation.
- **Scofflaw Detail:** Locating and reporting to designated City staff, vehicles to be impounded or immobilized as a result of the vehicle's owner having a specified number of delinquent parking citations, or as a result of abandoned vehicles laws.
- **Safety Detail:** Reporting to designated City staff any unlawful act or any condition or deficiency related to parking, which may pose a hazard for, or danger to the general public. Additionally, in the course of patrol, particular attention is to be given to parking meter malfunctions, vandalism and signing/marketing deficiencies or conflicts.

In response to the RFP that was distributed to 14 qualified security contract companies, three proposals were received and only two of these companies participated in the full evaluation process. A company that had submitted a proposal decided to withdraw from consideration for the contract. Proposals were then evaluated based on the following criteria outlined in the RFP:

A. Proposer's Attributes and References	20 maximum points
B. Management, Operation and Deployment Program	25 maximum points
C. Interview Results of Management Personnel	20 maximum points
D. Price	30 maximum points
E. Local Preference	5 maximum points

MAXIMUM ATTAINABLE SCORE

100 POINTS

The proposals were reviewed and evaluated by a committee consisting of a contract administrator from the City of Glendale, a representative from OPTIONS, a Child Care & Human Services Agency, and City staff from the Parking Section of the Transportation Division. Furthermore, an interdepartmental team of City staff also evaluated A and B of the above criteria. The table below provides a summary of the scores received by each company.

Company	A	B	C	D	E	Total
Inter-Con Security Systems, Inc.	18.25	20.50	14	29	5	86.75
Pinkerton/ Burns, A Securitas Company	17.75	17.75	18	30	0	83.50

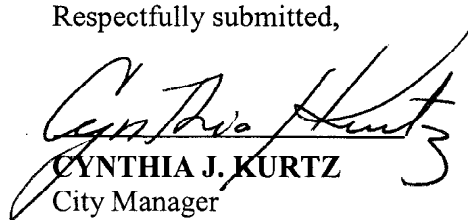
Based on scoring summary above, staff recommends award of contract to Inter-Con Security Systems, Inc. Moreover, the proposal submitted by Pinkerton/Burns included contract terms inconsistent with the City's standard policy on indemnity.

The cost proposal was based on the provision of 34,000 annual hours of parking enforcement patrol, dispatch and related services and includes the cost for benefits, uniforms and support staffing for personnel assigned by the company to provide these services. The annual contract amount for Inter-Con Security Systems, Inc. will be \$582,080.

FISCAL IMPACT:

Due to the amount of the new contract, the FY 2003 Parking Enforcement budget (Account 8114-101-763250) needs to be increased by \$109,956 from the General Fund unappropriated fund balance. During the FY 2003 budget process, an enhancement was submitted to increase the Parking Enforcement program budget in anticipation of a new contract being awarded. An increase in parking citation revenue of \$200,000 was budgeted to cover this enhancement request. Attached, as Exhibit A is a spreadsheet supporting availability and allocation from this fund.

Respectfully submitted,



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City Manager

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