

Agenda Report

October 24, 2022

TO: Honorable Mayor and City Council

FROM: Department of Transportation

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH IPT LLC (PAYLOCK) FOR THE SELF-RELEASE VEHICLE IMMOBILIZATION SYSTEM AND DEVICES FOR A THREE-YEAR TERM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with IPT LLC (Paylock) for the provision of a self-release vehicle immobilization system and devices in an amount not to exceed \$188,892 for three years, which includes the base contract amount of \$171,720 and a contingency of \$17,172 to provide for any necessary change orders; and
3. Authorize the City Manager to extend the term of the contract for two additional one-year terms in an amount not to exceed \$62,964 per year.

BACKGROUND:

The Parking Division of the Department of Transportation is authorized by Sections 22651(i) and 22651.7 of the California Vehicle Code to impound or immobilize vehicles that have five or more past due parking citations with the City. Prior to 2017, the City solely impounded these vehicles. Impounding these vehicles is problematic on a number of fronts. It is time consuming for parking enforcement staff as they must coordinate and wait for tow trucks, and it is costly for the vehicle's owner who would then pay impound and storage fees in addition to the delinquent parking citation fees before retrieving their vehicle from the tow yard. Other methods to compel vehicle owners to pay their delinquent citations include placing a hold on the vehicle's DMV registration and/or intercepting tax refunds from the Franchise Tax Board. Both methods take significantly longer and do not guarantee payment. In 2017, the City entered into a

contract with Paylock to provide self-release vehicle boots to give parking enforcement and the public a more efficient and affordable alternative to towing.

Since entering a contract with Paylock, Parking Enforcement has been able to collect on 6,638 past due citations without imposing the additional burden of a trip to the tow yard. From 2018 to August 2022, 816 scofflaws have been immobilized with a Paylock device. In 2019, the last full year before the pandemic, Parking Enforcement immobilized 328 scofflaws. From January 2022 to the end of August, 126 scofflaws have been successfully immobilized at the time of this writing.

A Request for Proposal (RFP) for a self-release vehicle immobilization system and devices was published on June 30, 2022 with an amended due date of July 29, 2022. The RFP was posted on Planet Bids where thirteen prospective bidders saw the RFP. A virtual non-mandatory pre-proposal meeting was held on June 13, 2022. On July 29, 2022, two companies submitted proposals:

- IPT LLC (Paylock), Somerville, NJ
- RiseTek Global LLC., Garden City, NY

The proposals were evaluated by a committee consisting of City of Pasadena employees from the Department of Transportation with expertise in parking enforcement, citation processing and vehicle immobilization. The proposals were evaluated based on the following criteria, weighted as follows:

Criteria	Weight
Product	30%
Experience	30%
Price	30%
Local Pasadena Business Preference	5%
Small and Micro-Business Preference	5%
Total	100%

The proposal by Paylock was rated the highest based on the firm's Product, Experience, and Price. Attachment A is a summary of the evaluation scores. Based on this, staff recommends award of the Immobilization System and Devices contract to Paylock. The initial contract term specified in the RFP is for three years with an option for two additional one-year terms at the discretion of the City Manager, and rates are locked in for the length of the agreement.

The previous contractor, Paylock's performance has been strong. The immobilization hardware performed reliably over the course of the contract; of the hundreds of vehicles immobilized, only 26 vehicle owners have found a way to remove the boot without paying, with only two of those occurrences happening in 2022. With a new enhanced boot and pre-emptive towing of scofflaws deemed a flight risk, staff foresee very few runaways in the future. The enforcement experience is efficient as it take less than a minute to install the boot. Customers can interact with Paylock or City staff over the

phone to resolve their unpaid citations, and motorists may either return the vehicle boot on their own or request an assisted release from enforcement personnel. Motorists are held responsible for any late, lost, or damaged boots. All damaged or missing immobilization devices will be replaced by Paylock at no cost to the City. For all of the reasons above, staff recommends entering into an agreement with Paylock for these services.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to maintain fiscal responsibility and stability.

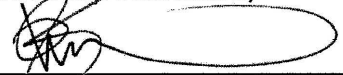
ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with CEQA and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The self-release vehicle immobilization system and devices contract will not result in any significant effect on the environment.

FISCAL IMPACT:

The cost of this action will be \$188,892 for the initial three year term, which includes a 10% contingency. The contract amount assumes an average of 360 immobilizations per year. Funding for this action will be addressed with the use of budgeted appropriations in account 10124006-811400 Parking Enforcement contract services.

Respectfully submitted,

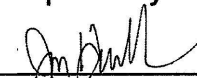


LAURA RUBIO-CORNEJO

Director

Department of Transportation

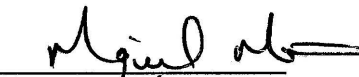
Prepared by:



JON HAMBLEN

Parking Manager

Approved by:



MIGUEL MÁRQUEZ

City Manager

Attachment:

Attachment A - Evaluation Summary