

# Agenda Report

October 24, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH WINDCAVE INC. TO PROVIDE CREDIT CARD PROCESSING SERVICES IN NINE CITY OWNED GARAGES FOR A NINE 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, with Windcave (formerly Payment Express) to provide credit card processing services in nine City owned garages in an amount not to exceed \$1,157,435 for nine years, which includes the base contract amount of \$1,052,214 and a contingency of \$105,221 to provide for any necessary change orders; and
3. To the extent this transaction could be considered a separate procurement subject to the Competitive Selection Process, grant the proposed contract with Windcave Inc. an exemption from the Competitive Selection Process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to the Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's best interests are served.

## **BACKGROUND:**

The City owns nine parking garages located in the Civic Center and Old Pasadena areas. After a issuing an RFP for new a Parking Access and Revenue Control System (PARCS) for eight of the garages in September of 2018, City Council awarded the new PARCS contract to TIBA for a ten year term on December 10, 2018. Prior to the installation of the TIBA system the City garages were served by three different systems. TIBA was installed in eight of the nine garages because oversight of the ninth garage,

Plaza Las Fuentes, was handled by Downtown Properties under a separate existing agreement.

Windcave is the exclusive credit card payment gateway for TIBA equipment. Therefore, when the City entered into an agreement to purchase and install TIBA equipment in the garages, the City was required to use Windcave as our credit card payment gateway option. Without this agreement, the City would not be able to accept credit card payments in the garages where TIBA equipment is installed.

As staff worked to complete the installation of the TIBA equipment credit card processing with Windcave was achieved through issuing annual purchase orders. Now that the installation is complete, and the system accepted, it is recommended that the City enter into a long term contract to provide credit card processing services for the life of the TIBA equipment.

For FY22, Windcave processed 95,481 credit card transactions totaling \$2,892,286 for which Windcave billed the City \$64,183. It is projected that the City will be billed \$86,000 for FY23 based upon current trends.

#### **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 credit card processing services contract will not result in any significant effect on the environment.

**FISCAL IMPACT:**

The cost of this action will be \$1,157,435 (estimated \$98,400 annually with a 5% increase per year) for the nine year term, which includes a 10% contingency. Funding for this action will be addressed with the utilization of budgeted appropriations in Fund 407 Off Street Parking.

Respectfully submitted,



LAURA RUBIO-CORNEJO

Director

Department of Transportation

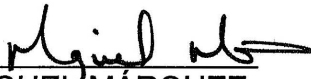
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