



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 17

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Public Works Department

MEETING DATE: June 07, 2021

SUBJECT:

Downtown Parking Equipment Network Hosting and Materials – Agreement

RECOMMENDATION:

Adopt a Resolution to approve an exception to the City's competitive bidding requirement and approve an agreement with IPS Group, Inc. for parking equipment network hosting and materials in the amount of \$300,000 and authorize the Public Works Director to execute the agreement in substantially the form presented.

BACKGROUND:

City Council approved an agreement with IPS Group, Inc. in October 2019 for the construction and implementation of the Downtown Parking Technology Project. The project was advertised through a competitive bid process, and IPS Group, Inc. was the lowest responsive and responsible bidder for the project. This project included the installation of new parking pay stations and meters to replace outdated equipment and to standardize equipment throughout the Downtown San Mateo. The new equipment accepts payment through cash, credit card, and mobile payment options.

The construction of the Downtown Parking Technology Project is nearing completion and a new agreement with IPS Group, Inc. is necessary for monthly network hosting services required by the parking revenue equipment and for credit card transaction fees, as well as for providing proprietary parts and materials on an as-needed basis to maintain the equipment in good working condition.

The City previously maintained several different types of parking equipment in the downtown and had similar agreements with each vendor for its hosting and financial transaction services. This agreement, with a transition to IPS equipment, will replace other agreements and cover all parking revenue equipment. The term of the agreement is approximately two years.

The federal grant-funded Downtown Parking Technology Project was awarded based on a competitive bid process. The equipment installed as part of the project is proprietary to the company, and it is impracticable to execute a competitive RFP process for network hosting and materials/parts for proprietary items. Staff recommends approval of the agreement pursuant to SMMC 3.60.050(b), which allows City Council to approve agreements utilizing an alternate purchasing process where going out to bid is impracticable.

BUDGET IMPACT:

The new agreement is roughly equivalent to what had previously been budgeted for parking equipment materials and network hosting with various vendors, and estimated credit card transaction fees. Sufficient funding has been budgeted.

ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA, because it is an organizational or administrative activity that will not

result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

Sue-Ellen Atkinson, Principal Transportation Planner

seatkinson@cityofsanmateo.org

(650) 522-7288