

Mayor and Council Communication

DATE: 11/28/23

M&C FILE NUMBER: M&C 23-1015

LOG NAME: 20MITCHELL TIME MAINTENANCE AND EQUIPMENT

SUBJECT

(ALL) Authorize Amendments to the Sole Source Contracts with Mitchell Adding Machine Company, Inc., dba Mitchell Time and Parking to Increase the Compensation Amount by \$173,787.47 for the Purchase of Parking Automation Equipment and Preventative Maintenance Services

RECOMMENDATION:

It is recommended that the City Council authorize amendments to the sole source contracts with Mitchell Adding Machine Company, Inc., dba Mitchell Time and Parking to increase the total compensation by \$173,787.47 for the replacement of existing equipment which is no longer fully compatible with current technology and for execution of preventative maintenance services.

DISCUSSION:

On May 21, 2019, Mayor and Council Communication (M&C) C-29130, the City Council authorized two Sole Source Agreements with Mitchell Adding Machine Company, Inc., dba Mitchell Time and Parking (MTP) for the purchase of parking automation equipment with radio frequency identification for the Will Rogers Memorial Center (WRMC) Parking System (City Secretary Contract (CSC) No. 52437) and to provide five year service and preventative maintenance in an amount not to exceed \$83,949.49 for the WRMC Parking System and the Houston and Commerce Street Parking Garages (CSC No. 52436). The contracts from MTP were exempted from competitive bidding requirements because MTP is sole source provider of the software and related services.

The Transportation and Public Works Department (TPW) recommends increasing the contract amounts with MTP to purchase additional parking automation equipment and maintenance services for the Houston Street Garage and WRMC in an amount not to exceed \$173,787.47.

This includes \$137,675.60 for parking automation equipment for the automation of the Houston Street Garage. Therefore, CSC No. 52437 will be increased from \$561,984.00 to \$699,659.60. This M&C also includes an amendment to provide a final year of preventative maintenance service in an amount not to exceed \$36,111.87 for the WRMC and the Fort Worth Convention Center Parking Systems. Therefore, CSC No. 52436 will be increased from \$83,949.49 to \$120,061.36. The total amount, as authorized by Council including this M&C, between both CSC No. 52436 and CSC No. 52437, as amended, will not exceed \$819,720.96. See table below.

CSC no.	Current Contract Amount	Increased Amount	New Contract Amount
52437	\$ 561,984.00	\$ 137,675.60	\$ 699,659.60
52436	\$ 83,949.49	\$ 36,111.87	\$ 120,061.36
		\$ 173,787.47	\$ 819,720.96

The new parking automation system will allow for a number of significant improvements in serving the customer, including seamless automatic updates with no need for on-site software or server maintenance; a built-in call center which can greatly enable customer support options; use of frictionless credentials for entry and exit and also able to process mobile payments through the use of QR codes.

Both CSC No. 52436 and 52437 were effective upon signature on June 13, 2019 for a five-year term. Accordingly, both agreements are set to expire on June 13, 2024.

Funding is budgeted in the Transportation & Public Works Department's Municipal Parking Fund and in the Municipal Parking Residuals Fund for the HSG Upgrade MTC project.

This agreement is in ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating & capital budgets, as previously appropriated, in the Municipal Parking Fund and in the HSG Upgrade MTC project within the Municipal Parking Residuals fund to support the approval of the above recommendation and execution of the contract amendment. Prior to any expenditure being incurred, the Transportation and Public Works

Department have the responsibility to validate the availability of funds.

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