



Agenda Action Form Overview

Request approval for the Durham County Parking Decks Operation and Maintenance Services contract for the three parking decks owned by Durham County which consist of Durham County Justice Center Parking Deck, Queen Street Parking Deck and upcoming 500 Parking Deck.

Background/Justification

To ensure effective management of parking resources and enhance operational efficiency, we are requesting the board’s approval for an agreement that would allow the organization to provide parking management services for the three parking decks owned by Durham County. These include the Durham County Justice Center Parking Deck located at 502 South Dillard Street, Queen Street Parking Deck located at 115 N. Queen Street, and the upcoming 500 Parking Deck located at 500 East Main Street. The primary objective of this request is to enter into an agreement with The CarPark group, LLC, a trusted provider known for delivering high-quality parking operations and maintenance services.

Under this agreement, The CarPark Group, LLC will be responsible for providing all labor, equipment, and materials necessary to ensure smooth and efficient parking deck operations. This initiative is vital for improving parking management across the county and maintaining the standard of service that meets the growing needs of the community. The proposed agreement will enable Durham County to streamline its parking operations while ensuring a high level of service and maintenance across all facilities.

Policy Impact

The MWBE Ordinance gives the County Manager or designee the authority to implement a MWBE Program Plan that establishes the written policies and procedures for managing the County’s MWBE Program. The MWBE Program Plan also reaffirms the commitment of the Board of County Commissioners to its policy of nondiscrimination through positive business processes and practices designed to ensure equal opportunity in the County’s procurement and contracting opportunities.

Procurement Background

RFP #25-004 Parking Deck Operation and Maintenance Services proposal was due August 29, 2024. A total of 6 responses were received and carefully evaluated by an Evaluation Committee, resulting in one (1) proposer being determined the most qualified firm for this project.

Type of purchase:

- Goods
- Services
- Architect, Engineer or Surveyor Services
- Construction and Repair

Did this request for purchase go through a bid process? Yes No

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000
Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000



Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- Sole source exemption
- Cooperative purchasing program exemption
- State and federal contract exemption
- Contract is an amendment to an existing contract
- Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes No

If no, why?

Fiscal Impact

The contract with the CarPark Group LLC to provide Parking management and maintenance services for Durham County parking Decks as specified in RFP #25-004.

Recommendation

The County Manager recommends that the Board authorize the County Manager to enter into a contract with the CarPark and authorize to execute the contract. The County Manager also recommends the Board allow the County Manager to sign off on subsequent extensions, change orders, or amendments associated with this contract as necessary to continue services as required as long as funding is available. The initial term of the contract is from date of award through June 30, 2027 for the amount of \$270,974.00 with a 3.4% increase per year for years 2& 3.