



Agenda Action Form Overview

Approve the Amendment for the Durham County Justice Center Parking Deck Operations and Maintenance Contract Renewal

Background/Justification

The Board is requested to approve the amendment to the original agreement with Lanier Parking Meter Services, LLC dba Lanier Parking Solutions for the management of the Durham County's Justice Center Parking Deck extending the contract to June 30, 2019 and an increase in the contract amount of \$25,904.36. The increase is due to an increase in salaries for the three current positions, a new part-time bookkeeper position and a new monitoring fee. This amendment will keep in place the terms of the original agreement but will be for an amount not to exceed \$191,398.25. The new amount represents an increase of \$25,904.36 (15.65 percent) over the previous year. Of the total increase:

- \$18,595.61 increase in the parking operations which is due to the funding of a new part-time bookkeeper for \$15,120 with the balance being 3% salary increase for the existing positions (e.g., parking deck supervisor and two attendants)
- \$145.37 increase in parking operations contingency which is a slight increase (e.g., billings for special event parking)
- \$6,000 is a new monitoring fee being assessed in fiscal year 2019 (e.g., \$500 per month)
- \$1,163.38 increase in maintenance services which is due to a 3% salary increase for one maintenance staff

To improve internal control issues and customer service, the additional part-time bookkeeper has been needed for quite some time. Currently, the supervisor performs these tasks. To have a part-time bookkeeper to take care of the basic accounting/financial responsibilities at the Justice Center Parking Deck would allow the supervisor to provide the level of customer service along with the two attendants that is needed.

The monitoring fee pertains to the 24-hour call center service being provided which helps citizens parking in the deck that may need assistance and it may be at a time during the day whereby the staff in the booth is unavailable to answer the phone due to assisting another citizen, it may be after hours, etc. The Justice Center Parking Deck is a 24-hour deck; however, the parking booth is manned during the hours of 7am-7pm, Monday – Friday. The 24-hour call center service was added at the beginning of December 2017, when an incident occurred that resulted in guests unable to leave the deck for over an hour after attending a DPAC night performance. After exploring several options, the cost-effective and best practice solution was to establish a 24-hour call center. In fiscal year 2018 Lanier Parking Solutions provided these services but did not charge the County the monitoring fee for this added service in fiscal year 2018 (e.g., 7 fiscal months).

Per Lanier Parking Solutions, there has been an increase in the volume of calls and as a result need to begin charging the County the \$500 dollars per month monitoring fee to continue providing the 24-hour call center service. As clarification, the \$500 per month charge service is the minimal amount that they charge clients for this service.



This agreement will continue to carry a performance bond equal to 100 percent of the contract. The contract amendment that includes five attachments, the Minority and Women-Owned Business Enterprises (M/WBE) Compliance Review Form and the supplemental document are attached for your review.

Please note that County management plans to go out for bid for these services at the Justice Center Parking Deck in fiscal year 2019 for services to be provided effective July 1, 2019 (fiscal year 2020).

Policy Impact

The requested action to approve the amendment to this agreement and extend the contract through June 30, 2019 with a not to exceed amount adheres to current policy, is consistent with past actions and does not require an exception to Board policy.

Procurement Background

The increase in the amendment is \$25,904.36.

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 fiscal impact is an increase in the not to exceed amount for the services for fiscal year 2019 in an amount of \$25,904.36. The budget for these services is included in Finance’s fiscal year 2019 approved contracted services annual budget.

Recommendation

The County Manager and the Chief Financial Officer recommends that the Board approve the amendment to the agreement with Lanier Parking Solutions and authorize him to execute the contract.