




AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Margaret O'Brien
Interim Director of Finance

SUBJECT: Parking Meter Collection Supply
Contract

DATE: October 8, 2020

City Administrator Approval 

Date: Oct 26, 2020

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Rejecting all Bids and Awarding A Contract In The Open Market To Medeco Security Locks For The Purchase Of Locking Parking Meter Doors And Nexgen Keys In An Annual Amount Of \$250,000.00 Per Year For A Three -Year Term, January 1, 2021 To December 31, 2023, And Authorizing the City Administrator To Extend The Agreement For Two Additional One-Year Terms For A Total Contract Amount Not to Exceed \$1,250,000.00.

EXECUTIVE SUMMARY

Adoption of the proposed resolution will award a contract in the open market to Medeco Security Locks in an amount of \$250,000.00 per year for a three (3) year term, January 1, 2021 to December 31, 2023 and authorize the City Administrator to extend the agreement annually for an additional two (2) years for a total not-to-exceed contract amount of \$1,250,000.00 for a total term of five (5) years.

If approved, this contract with Medeco Security Locks will provide replacement locking parking meter door assemblies and Nexgen keys that fit the existing approximately 5,000 Duncan & MacKay style single space parking meters currently installed on City streets.

BACKGROUND / LEGISLATIVE HISTORY

The City of Oakland's Department of Finance Parking Meter Collections Unit (PMCU) maintains stock to replace vandalized or broken parking meter doors and to install doors on newly installed meters and replacement Nexgen keys. The recent request for quote did not return any valid bids. The City Administrator entered into a contract for a one-time purchase to cover the needs for 2020. The proposed contract will ensure that the City retains the ability to continuously acquire locking parking meter doors and keys to replace vandalized or broken ones without interruption for the coming years.

The City has installed around 5,000 Duncan & MacKay style single space parking meters with Medeco Security Locks' doors on City streets. The Medeco system provides multiple benefits including: Controlling access to every meter, both standard and high capacity brackets, tracking all openings and attempted openings, strong resistance to physical attack, no hardwiring for easy installation, and the ability to electronically re-key for immediate response to lost or stolen keys. The Medeco locking doors and keys are compatible with the City's existing software that allows the supervisor to manage route-based operations more efficiently to account for time and activities at remote locations and reduces the threat of internal fraud by controlling when keys will be active and tracking all openings and attempted openings.

ANALYSIS AND POLICY ALTERNATIVES

On October 11, 2019, a request for quote 167505 Parking Meter High Security Locks 20-550-00 was sent to ten (10) local business enterprises and twenty (20) non-local business enterprises, posted on the City's web page, and advertised in the City's official newspaper in accordance with Oakland Municipal Code (OMC) 2.04.050. On October 23, 2019, the City received one (1) bid from a non-local business enterprise, Integrated Parking Management Solutions (IPS).

In response to the bid, PMCU requested a sample locking parking meter door assembly from IPS. Unfortunately, the sample does not fit current City parking meters, leading it to not meet the form, fit, and function requirement for a valid bid. OMC section 2.04.050.J authorizes the City Administrator to proceed to purchase the locking parking meter doors in the open market when no valid bids are received after advertising and competitive bidding.

The City Administrator entered into a contract for a one-time purchase of locking parking meter doors to maintain meter collection operations through 2020. Staff is requesting City Council approval for a three-year contract with the option to extend the agreement annually for an additional two (2) years.

Staff recommends that pursuant to the referenced OMC provisions and as discussed above, that the City Council award a contract in the open market to Medeco Security Locks, a non-local business enterprise to provide locking parking meter doors and keys in an amount of \$250,000.00 per year for a three (3) year term, January 1, 2021 to December 31, 2023 and the option to extend the agreement annually for an additional two (2) years for a total not-to-exceed contract amount of \$1,250,000.00 for a total term of five (5) years.

FISCAL IMPACT

The proposed contract expenditure allocations shall be expensed to Organization: Meter Operations (08931), Project: 1000007, Expenditure Type: Services Misc Contracts (54919), Task: IP60 Parking Management. Funding is available in the Meter Operations budget. Purchases from this contract will be encumbered by Finance as needed from Meter Operations.

**Proposed Contract Purchase Agreement
For Locking Parking Meter Doors & Keys**

Project Year	Cumulative Contract Amount
2021	\$250,000.00
2022	\$250,000.00
2023	\$250,000.00
2024*	\$250,000.00
2025*	\$250,000.00
Grand Total:	\$1,250,000.00

*Optional Extension

PUBLIC OUTREACH / INTEREST

This requirement was posted on the City's website and advertised in the City's official newspaper. No additional public outreach was required.

COORDINATION

Finance Staff consulted with the Department of Transportation, Purchasing, and the Controller's Bureau, as well as the Budget Bureau and the City Attorney's Office in preparation of this report and legislation.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

PMCU staff have been using Medeco locking parking meter doors, keys, and software for many years. The components work well together and provide a high level of security as well as accountability and necessary reporting.

SUSTAINABLE OPPORTUNITIES

Economic: The City typically generates approximately \$4 million annually in revenue from parking meter coins. When PMCU staff are not able to quickly replace locking parking meter doors after vandalism or breakage or replace worn out Nexgen keys, revenue is lost. Approximately 5% to 8% of the City's parking meters require replacement doors each year.

Environmental: Metered parking increases the availability and turnover of parking and reduces greenhouse gas emissions by reducing congestion caused by circling and double parking.

Race & Equity: City single space parking meters are chosen to provide residents and visitors with the option to pay by coin, credit card, and/or phone application. Not all City residents and visitors have access to credit cards and mobile phone payments. Ensuring the functionality of parking meter coin systems contributes to equitable access to metered parking for all City residents and visitors.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council adopt a resolution awarding a contract in the open market to Medeco Security Locks, a non-local business enterprise for the purchase of locking parking meter doors and Nexgen keys in an annual amount of \$250,000.00 per year for a three (3) year term, January 1, 2021 to December 31, 2023 and the option to extend the agreement annually for an additional two (2) years for a total not-to-exceed contract amount of \$1,250,000.00 for a total term of five (5) years.

For questions regarding this report, please contact Sarah Herbelin, Management Assistant at 510-238-6872.

Respectfully submitted,

Margaret L. O'Brien

MARGARET O'BRIEN
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