

Waiver of Procurement Process Memo

Tier 2

TO:

Tracy Dodson

City Manager's Office

CC:

Chief Procurement Officer

FROM:

Alexandra Farmer

Aviation

This memo and supporting documentation constitutes a Tier 2 procurement waiver as follows:

Tier 2: Procurements of Services equal to or greater than \$50,000 and higher.

Department Directors may request a waiver of competitive solicitation process for procurements of services equal to or greater than \$50,000 and higher. Waivers in this threshold require completion of this waiver memo including all appropriate supporting documentation with submittal to and concurrence by the City's Chief Procurement Officer prior to review and final approval by the City Manager's Office. Concurrence and final approval in writing is required for this waiver to be effective. Waivers for expenditures totaling \$500,000 or more, or for Sole Source or Piggyback purchases of \$100,000 or more require Council approval.

Contract Description

Waiver of Procurement Process for SP Plus

Total Anticipated Spend

\$4,118,232.00

If anticipated expenditures are \$100,000+ please indicate anticipated date Council Approval will be requested:

April 22, 2019

Background

Description

SP Plus Corporation has been that Parking Service company at the Aviation Department for the past five (5) years (3-year contract and 2 extensions). They provide parking lot attendants, 24 hr. parking dispatch room agents, auditors and cashiers. They also complete first level maintenance on all the parking revenue control devices.

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Rationale

We are asking for a one (1) year extension due to the transition period of the new PARCS (Parking and Revenue Control System) and implementation of the OBS (Online Booking System). We believe that SP+ has the knowledge and resources to assist the Aviation Department during this transition. If a new vendor is to be selected, then the Aviation Department will not have any support or anyone in place who are familiar with our systems and procedures.

Reason for Choosing the Selected Vendor

SP Plus Corporation was awarded the contract in 2014 and has been the Parking Staffing Vendor for five (5) years. They understand our operation and process and can perform the scope of work that is needed during the PARCS transition period. After the 1-year extension that is being requested, we will go through the formal RFP process.

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Spending and Term

a. During their time of operating at the Airport, the Aviation Department has paid SP+ \$15,872,894.04 (July 1, 2014-current). For the 1-year extension that is being requested, the budgeted spending is \$4,118,232. We anticipate that this request will go to City Council on April 22, 2019.

Recommendation

Section 1.7.2 of the Citywide Procurement Policy (MFS 24) allows a Department Director to waive the requirement to issue an RFP for a formal solicitation of services when it is in the City's best interest to do so. The reasons stated above establish that a waiver is appropriate with respect to the services described above. Accordingly, this memorandum indicates that the Aviation department will forego a new formal solicitation requirement, and recommends a

with

Department
Director

Approve
 Deny

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Signature

Brent Cagle

Full Name

04/02/2019

Date

Chief Procurement Officer

Approve
 Deny

eSigned via SeamlessDocs.com

Key: 64f12d8f7385254b76fb91548219b022

Signature

Karen Ewing

Full Name

04/02/2019

Date

City Manager's
Office

Approve
 Deny

eSigned via SeamlessDocs.com

Key: 0a318ece111334def021560dcdde7c0

Signature

Tracy Dodson

Full Name

05/01/2019

Date