

Waiver of Procurement Process Memo

Tier 2

TO:

City Manager's Office

CC:

Chief Procurement Officer

FROM:

Brent Cagle

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 \$100,000 or more require Council approval.

Contract Description

Total Anticipated Spend

Management Agreement for Valet parking Services

\$2,800,000.00

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

December 10, 2018

Background

Description

AmeriPark manages the Airport's valet parking operation ensuring first-class services and outstanding customer service for both curbside and business valet.

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Rationale

Easier transition of new PARCS and Online Booking system – We will be working very closely with AmeriPark during our transition and implementation period of our PARCS and Online Booking Systems. The understanding is that having an established valet provider in place prior to implementing a new PARCS and Online Booking system will enable us to create a testing environment for these systems prior to a full launch across all of our parking products. Establishing an effective testing environment while potentially transitioning to an new valet service provider could render our testing capabilities ineffective, thus providing us with inaccurate data.

Ongoing roadway and lobby expansion construction at curbside valet – CLT is currently in the midst of a massive roadway project, followed by an upcoming lobby expansion project, that will require changes to the location and operation of curbside valet. To consider a change of a valet service provider during this period would prove to be detrimental to our ability to operate efficiently as well as provide the best customer service possible. Detrimental impacts of this nature would certainly impede on CLT's ability to generate considerable revenue.

Loss of experience and expertise – AmeriPark has spent the past 5 years working with business and revenue, finance, and operations to create an effective system that has produced an increase in revenue and improved operational efficiencies. A disruption to this system would cause negative financial and operational results.

Reason for Choosing the Selected Vendor

a. AmeriPark, LLC.

b. AmeriPark has been our Valet Operator since June 1, 2014

- AmeriPark has become uniquely familiar with the operational environment of our airport.
- AmeriPark is an industry leader in the valet industry and has cultivated a excellent working relationship with airport staff.
- CLT relies heavily on the expertise of AmeriPark to make critical business decisions.

c. On January 6, 2014, the Aviation department issued a Request for Proposals for parking and valet Services and selected AmeriPark.

d. There will be a future RFP at a more appropriate time.

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Spending and Term

- a. \$17,099,146.57 has been spent with AmeriPark to date.
- b. I anticipate \$14,500,000 to be spent with AmeriPark for an additional 3 year term with 2 optional 1 year extensions.
- c. City Council approval will be required on or around December 2018.

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 contract with AmeriPark, LLC

Department
Director

☐ Approve

☐ Deny

eSigned via SeamlessDocs.com
Brent Cagle
Key: 1087a44a2fa75d55f11067fe535c9d9

Signature

Brent Cagle

Full Name

10/18/2018

Date

Chief Procurement Officer

☒ Approve

☐ Deny

eSigned via SeamlessDocs.com
Kay Elmore
Key: 64f12d8f7385254b76fb91548219b022

Signature

Kay Elmore

Full Name

10/22/2018

Date

City Manager's
Office

☒ Approve

☐ Deny

eSigned via SeamlessDocs.com
Tracy Dodson
Key: 0a316ece111334def021560d0dde7c0

Signature

Tracy Dodson

Full Name

10/25/2018

Date