

Portland, Oregon
FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
For Council Action Items

(Deliver original to City Budget Office. Retain copy.)

1. Name of Initiator Mark Freidman		2. Telephone No. 503-823-1209	3. Bureau/Office/Dept. Bureau of Transportation/ Parking Enforcement
4a. To be filed (hearing date): July 16, 2014	4b. Calendar Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and CBO Budget Analyst: June 11, 2014
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

1) Legislation Title: Authorize a five year contract with Schweers Technologies, Inc. to provide handheld parking enforcement hardware, software, and services for a contractual total of \$1,057,847.00 (Ordinance)

2) Purpose of the Proposed Legislation: This ordinance will authorize a contract to provide replacement handheld equipment to support parking enforcement services.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |

FINANCIAL IMPACT

4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source. This contract will not generate new revenues, or reduce current or future revenues.

5) Expense: What are the costs to the City as a result of this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in future year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the level of confidence.)* Estimated hardware purchase cost is \$338,315; estimated hardware and software maintenance cost will total \$458,675 over five years; estimated software development costs will be \$260,857. For a total of \$1,057,847. The source of funding is General Transportation Revenues (GTR). Funds were budgeted in FY 13-14 and will be carried over in the FY 14-15 Fall BMP.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

No.

- **Will positions be created or eliminated in future years as a result of this legislation?**

No.

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT**8) Was public involvement included in the development of this Council item?**☒ **YES:** Please proceed to Question #9.☐ **NO:** Please, explain why below; and proceed to Question #10.**9) If "YES," please answer the following questions:**

a) What impacts are anticipated in the community from this proposed Council item? This contract will support the activities of the Parking Enforcement Division.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved? The technology goods and services contracting community, including contractors certified with the State of Oregon as minority, women, and emerging small businesses. They became involved when the RFP to establish this contract was published on the City's Online Procurement Center on December 10, 2012. .

c) How did public involvement shape the outcome of this Council item? Potential proposers were able to review the request for proposals (RFP), ask questions and provide comments which resulted in addenda to the RFP. The selected vendor was chosen from those who responded to the public solicitation.

d) Who designed and implemented the public involvement related to this Council item? Procurement Services and the Bureau of Transportation, Parking Enforcement Division worked to develop the solicitation. Procurement Services publically advertised a competitive RFP which included contractors certified with the State as minority, women, and emerging small businesses.

e) Primary contact for more information on this public involvement process (name, title, phone, email): Scott Schneider, Procurement Supervisor, 823-6880, scott.schneider@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not. No future public involvement is anticipated as the contract is for operating equipment for internal business operations.

KK 6-25-14

Portland Bureau of Transportation, Director



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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Fred Miller, Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

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FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison GRS

DATE: June 17, 2014

TO: Mayor Charlie Hales

FROM: Christine Moody, Chief Procurement Officer CM

RE: Authorize a five year contract with Schweers Technologies, Inc. to provide handheld parking enforcement hardware, software, and services for a contractual total of \$1,057,847.00 (Ordinance)

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1. **INTENDED THURSDAY FILING DATE:** July 2, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** July 16, 2014
3. **CONTACT NAME & NUMBER:** Christine Moody x31095
4. **PLACE ON:** ☐ **CONSENT** ☒ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Yes** ☐ **No** ☐ **N/A**
6. **ONE (1) ORIGINAL OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☐ **No** ☒ **N/A**

7. BACKGROUND/ANALYSIS:

The City of Portland Bureau of Transportation, Parking Enforcement Division is responsible for enforcement of the City's parking code, which governs metered parking spaces, public and private parking lots and garages, as well as parking on City streets outside of metered areas. There are over 9,490 metered parking spaces.

Parking citations are issued both by Portland Parking enforcement officers and Abandoned Auto inspectors. Both enforcement officers and inspectors issue citations using all-in-one handheld units with cameras, and the handheld unit is the sole means by which citations are issued. The City's current handheld units are nearing the end of their service life and need to be replaced.

On December 10, 2012, the City issued RFP No. 113778 for a Parking Enforcement Handheld Citation System. On January 28, 2013 five responsive proposals were received and Schweers Technologies Inc. was the highest scoring proposer. The proposals were reviewed, evaluated, and scored by the evaluation committee in accordance with Portland City Code 5.33. The proposal from Schweers Technologies Inc. was deemed responsive to the requirements of the solicitation and received the highest evaluation scores. The City issued a Notice of Intent to Negotiate and Award a contract on April 19, 2013 from which no protests were received.

The City seeks to execute a contract with Schweers Technologies, Inc. for handheld parking enforcement hardware, software, and services in order to support the City's parking enforcement operations. Schweers Technologies, Inc. has a Portland business license tax account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through July 25, 2015.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

The Bureau's level of confidence in the cost estimates for this project is high, as there is very good historical information showing purchases made for this equipment.

Schweers Technologies, Inc. has a current City of Portland business tax registration account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through July 25, 2015

Legal issues - none known

Controversial issues – none known

Citizen participation – Mr. Jeffrey Young participated as an evaluator under the Minority Evaluator Program.

Link to current city policies – none

Other governmental participation – none

8. FINANCIAL IMPACT:

The Portland Bureau of Transportation anticipates the estimated hardware purchase cost of \$338,315.00, estimated hardware and software maintenance costs will total \$458,675.00 over five years and estimated software development costs will be \$260,857.00. For a total of \$1,057,847. Source of funding is the General Transportation Revenues.

9. RECOMMENDATION/ACTION REQUESTED:

Authorize a five year contract, with the option to extend for an additional five years, with Schweers Technologies, Inc. to provide handheld parking enforcement hardware, software, and services for a contractual total of \$1,057,847.00.