



Cover Memorandum/Staff Report

File #: 24-1463

Agenda Date: 11/19/2024

Item #: 6.N.2.

TO: Mayor and Commissioners
FROM: Missie Barletto, Director Public Works
THROUGH: Terrence R. Moore, ICMA-CM
DATE: November 19, 2024

APPROVAL OF RESOLUTION NO. 224-24 TO AWARD A SOLE SOURCE AGREEMENT WITH PARK ASSIST, LLC FOR MAINTENANCE OF EQUIPMENT AND SOFTWARE RELATED TO THE AUTOMATED PARKING GUIDANCE SYSTEM (APGS) IN THE AMOUNT OF \$119,637.04.

Recommended Action:

Motion to Approve Resolution No. 224-24 to award an agreement with Park Assist, LLC for Maintenance of Equipment and Software related to the APGS in the Old School Square Parking Garage in the amount of \$119,637.04.

Background:

In 2018, the City of Delray Beach (City) awarded and purchased an Automated Parking Guidance System (APGS) with Park Assist, LLC (Park Assist) for the Old School Square parking garage, pursuant to RFP 2018-033. The project included installing sensors in parking spaces on all floors, except the roof, to track the number of available spaces, all network and head end equipment (cabinets, servers, etc.), cables and channel, signage within the garage to guide motorists to open spaces, installation and project management, and a mobile application to push parking availability information to motorists.

The APGS at Old School Square was a \$230,000 investment of the City. The warranty has expired and to ensure continued maintenance and system functionality, a service agreement with Park Assist is required. A Sole Source Approval Memo for Park Assist was approved as the APGS includes proprietary equipment that can only be supported and repaired by the original contractor.

The cost for the initial year of preventative maintenance is \$15,000. Section 8 of the agreement allows Park Assist to increase the year cost for maintenance at a rate no less than 3% and no greater than the current Consumer Price Index (CPI) for that year. Additionally, an additional \$8,000/year is requested for parts and repairs, as needed.

The estimated agreement value is as follows:

Agreement Value		
Initial year	November 12, 2024 - November 12, 2025	\$23,000 (\$15,000 + \$8,000)

Second year	November 13, 2025 - November 12, 2026	\$23,450 (\$15,450 + \$8,000)
Third year	November 13, 2026 - November 12, 2027	\$23,913.50 (\$15,913.5 + \$8,000)
Fourth year	November 13, 2027 - November 12, 2028	\$24,390.91 (\$16,390.91 + \$8,000)
Fifth year	November 13, 2028 - November 12, 2029	\$24,882.64 (\$16,882.63 + \$8,000)
TOTAL		\$119,637.04

The agreement can be terminated by either party with written notice of desire not to renew at least 60 -days prior to the expiration of the then-current term. Additional causes for termination can found in Section 8 of the agreement.

Attachments:

1. Agreement SS 2024-030
2. Sole Source Memo
3. Resolution No. 224-24
4. Legal Review

City Attorney Review:

City Attorney approves as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available in account 001-45-150-545.34-90 (Other Contractual Services Other Contractual Services).

Timing of Request:

Timely approval is requested to begin maintenance and required repairs.