

AUTHORIZATION FORM



Originator:
Name Joel Burzynski Department Finance Ext. 7153 Date 7-23-24

Description of Request: SS2024-030 Park Assist

Department Leave Form Check Request Form Acquisition Approval
Budget Transfer Grant Item Memorandum Service Authorization Approval
 Other (Please Specify) 2018, the City of Delray Beach awarded and purchased an Automated Parking Guidance System (APGS)
with Park Assist for the Old School Square parking garage, pursuant to RFP 2018-033. A Service Agreement for maintenance
wasn't executed. A service agreement and associated maintenance package to provide preventative maintenance
as well as respond to calls for service.

Purchasing Manager: _____
Department Head Signature: *Hugh Drunkley* _____
Finance Signature:(if request impacts budget) _____

Review Completed by Staff – Comments:

- RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS
- APPROVED FOR Purchasing Manager

TRACKING:
Returned to _____ Department for additional information on: _____
Forwarded to _____ Department for action on: _____



MEMORANDUM SOLE SOURCE APPROVAL

TO: Hugh B. Dunkley, Chief Financial Officer

FROM: Joe Josemond, Chief Parking Facilities Administrator *J. Josemond*
J. Josemond (Jul 16, 2024 10:04 EDT)

THROUGH: Missie Barletto, Public Works Director *Missie Barletto*
Mike Karali, Public Works Deputy Director *Michael Karali*

SUBJECT: Sole Source Approval Request - TKH Security, LLC (Park Assist)

DATE: July 16, 2024

Background: In 2018, the City of Delray Beach awarded and purchased an Automated Parking Guidance System (APGS) with 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. Additional optional items included license-plate alert software, software and a kiosk to assist motorists with locating their vehicles, and five-year preventative maintenance. While funding was built into the agreement for system and sensor maintenance, a service agreement for maintenance wasn't executed. Park Assist has requested a service agreement and associated maintenance package to provide preventative maintenance as well as respond to calls for service.

Justification: The APGS's warranty has expired and requires ongoing maintenance to preserve system performance and to continue daily operations. The APGS at Old School Square, a \$230,000 investment of the City of Delray Beach, requires a maintenance agreement to ensure consistent parking data and system functionality for continued use.

Market Research: The APGS includes proprietary equipment that can only be supported and repaired by the original contractor that provided the equipment, which is Park Assist. A Sole Source Letter from Park Assist has also been provided (attached).

Quote or Proposal is attached Yes No

Comments: _____

Approved This Sole Source approval is valid for 24 months from date of approval. Attach this Sole Source Approval to all Acquisition Approval Memos and/or requisitions for this item.

Need Additional Information Not Approved

Comments: _____

Hugh Dunkley

Jul 31, 2024

Jay Stacy

Jul 31, 2024

Chief Financial Officer

Date

Information Technology (IT) Director

Date

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To Whom It May Concern:

The current Automated Parking Guidance System (APGS) installed at the Old School Square parking garage was awarded and purchased by the City of Delray Beach back in 2018. The guidance system has since been out of warranty and now requires ongoing maintenance to maintain system performance.

The guidance system installed includes proprietary equipment consisting of M4 camera sensors, digital dynamic signage, power cabinets, an onsite kiosk machine, and network head end equipment. All this aging existing equipment can only be maintained & repaired by the original contractor that provided this equipment for the City of Delray Beach, which is TKH Security LLC (Park Assist).

It is imperative that the system be maintained so that residents & visitors can continue to locate available parking during peak hours efficiently. Additionally, local staff/city employees need to continue maximizing daily operations by accessing the ongoing data with the system. The ongoing absence of a maintenance agreement will continue to deteriorate the performance of the system and lead to customer dissatisfaction.

On behalf of the TKH Security LLC (Park Assist) team we encourage and highly recommend a maintenance agreement be executed to help continue to enhance the customer experience.

Sincerely,

Thomas Alexander

Thomas Alexander
Senior Regional Account Executive
t.alexander@tkhsecurity.com
(954) 816-9888



member of the TKH Parking Guidance Group

New York Malaga San Francisco Los Angeles Cheshire Fort Lauderdale Sydney London
Amsterdam Dubai Santiago Panama City









SS2024-030 Park Assist

Final Audit Report

2024-08-01

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