






POLICE DEPARTMENT – PARKING DIVISION

INTER-OFFICE MEMORANDUM

DATE: January 16, 2020 **File:** PK-20-001

TO: Wazir A. Ishmael, Ph.D., City Manager

FROM: Hal King, Parking Administrator 

VIA: George R. Keller, Jr., CPPT, Deputy City Manager 
Chris O'Brien, Chief, Hollywood Police Department 

SUBJECT: Request for 90 day contract extension of LAZ Parking contract

ISSUE:

The Parking Division needs to extend the cashiering contract of LAZ Parking for 90 days to complete the installation of new parking access controls at the Radius and Van Buren garages.

EXPLANATION:

This contract was extended on a month-to-month basis for 90 days when the contract was set to expire on October 31, 2019. Unfortunately, the installation of new parking access controls at the Radius and Van Buren garages was interrupted by a legal issue. That issue has been resolved, but we are looking at finishing the installation by the end of January and the LAZ contract expires February 1, 2020.

Once the equipment installation is completed, the cashiering staff will continue for 90 days as "ambassadors", assisting customers in using the new equipment and responding to questions. This type of hands-on approach is vital in getting better acceptance of the new equipment.

The current costs are \$22,979.20 monthly. We have an additional cashier on Saturday and Sunday through the 90 day period at an added cost of \$2,544.36 total (\$13.98 X 14 hours X 13 weekends). Totals are as follows through 90 days:

	\$22,979.20 x 3 months = \$68,937.60
	<u>\$13.98 per hour x 14 hours x 13 weekends = \$2,544.36</u>
TOTAL	\$71,481.96

RECOMMENDATION:

Approval of the 90 day extension of the contract of LAZ Parking to complete the installation of new parking access controls at the Radius and Van Buren garages.
• Funding is available in the following accounts:

Van Buren 446.150201.54500.531170.000000.000.000, Contractual Services

Radius 446.150202.54500.531170.000000.000.000, Contractual Services

For action memoranda only

☒ Approved

☐ Disapproved

by: 

Cc: Manuel Marino, Assistant Chief, Hollywood Police Department

F-4481-15-JE-01-01	Cashiers - Van Buren Garage	Supplier Product Code: Supplier Notes: Staffing of Van Buren Garage	First Offer - \$13.98
--------------------	--------------------------------	---	-----------------------

F-4481-15-JE-01-02	Supervisor - Van Buren Garage & Radius Garage	Supplier Product Code: Supplier Notes: Supervisor Position	First Offer - \$22.25
--------------------	---	--	-----------------------

F-4481-15-JE-01-03	Cashiers - Radius Garage	Supplier Product Code: Supplier Notes: Staffing of Radius Garage	First Offer - \$13.98
--------------------	-----------------------------	--	-----------------------



City Manager

1/29/30

Date

Rosa Macartney

From: Hal King
Sent: Thursday, January 23, 2020 2:34 PM
To: George Keller
Cc: Chris O'Brien; Manuel Marino; Rosa Macartney
Subject: Memo for 90 day extension of LAZ Parking cashiering contract
Attachments: LAZ Renewal Memo PK-20-001 for GK approval.pdf

Sir,

It would be appreciated if this could be approved and forwarded to the CM. I am hoping to get this on the next Commission agenda.

Please let me know if you need additional information.

Sincerely,
Hal King, CAPP
Parking Administrator
X3495