



CITY OF CAMBRIDGE
Traffic and Parking
57 Inman Street,
Cambridge, Massachusetts 02139

George Teso
Director

Administration 349-4700
Parking Violations 349-4705
Resident Parking 349-4701

August 23, 1993

Mr. Robert W. Healy
City Manager
City Hall
Cambridge, MA 02139

Dear Mr. Manager:

As you are aware the Request for Proposals for Parking Violation Processing and Collection System were received in May. During your budget hearing I requested that the city award a five year contract rather than the traditional three year contract we have been awarding since 1980. The feeling among the participants at your meeting was to advertise in accordance with the provisions of Chapter 30B by inserting the following:

The award will be for an initial term of twelve (12) months commencing July 1, 1993 and ending June 30, 1994, with options on the part of the City to renew for four (4) successive twelve month periods ending June 30, 1998 subject however, to City Council approval for the period in excess of three (3) years. Any contract awarded pursuant to this RFP shall be subject to the availability of an appropriation in each fiscal year of the contract by the City Council.

The City shall not exercise its option for renewal for the contract entered into as a result of this RFP unless the City, after reasonable investigation of costs and benefits has determined the exercise of the option is more advantageous than alternative means of procuring comparable services.

The City requires a fixed price per item for each of the five years of the contract.

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OFFICE OF THE CITY MANAGER

There was a feeling of apprehension that the successful bidder would inflate the per item costs. The following proposal was received by Lockheed I.M.S.:

<u>ITEM</u>	<u>Current FY 91-93</u>	<u>Proposed FY 94</u>	<u>FY 95</u>	<u>FY 96</u>	<u>FY 97</u>	<u>FY 98</u>
Mounting ticket	\$1.09	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19
Payment processed	\$.54	\$.59	\$.59	\$.59	\$.59	\$.59
Demand notice (including postage and forms)	\$.69	\$.76	\$.76	\$.76	\$.76	\$.76
Non-Mass. ticket demand notice (including postage and forms)	\$.76	\$.76	\$.76	\$.76	\$.76	\$.76

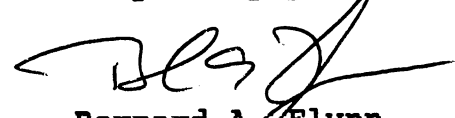
A comparison of processing costs to fines and penalties is as follows:

Fine if paid within 21 days	\$10.00
processing cost \$1.19 + .59	\$ 1.78
 Fine if paid after 21 days	 \$15.00
processing costs \$1.19 + .59 + .76	\$ 2.54

I am recommending that you accept a five year contract. It appears to be in the City's best interest to lock in the additional two years at no increase.

I am free to discuss this matter with you.

Very truly yours,


Bernard A. Flynn
Assistant Director

BAF/bgm

cc: Diane Wynshaw-Boris, Purchasing Agent
James Maloney, Asst. City Manager for Fiscal Affairs
Richard Rossi, Deputy City Manager

18.



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

September 13, 1993

To The Honorable, The City Council:

Pursuant to a Request for Proposals (RFP) for Parking Violation Processing and Collection Systems, the City received proposals and awarded the contract to Lockheed I.M.S. Massachusetts General Laws, c. 30B provides that a municipality cannot enter into agreements that exceed three years without majority approval from the City Council. This contract provides that the term would be for one year with four (4) one-year options to renew at the sole discretion of the City, and necessarily contingent on the approval of the City Council to increase the contract by two (2) years. Lockheed provided prices for five (5) years, prices which will remain the same for all five years.

Based on the foregoing, I am recommending that the City Council approve to renew the contract for four (4) successive twelve-month periods ending June 30, 1998.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

RWH/mev
attachment

Consent Agenda Item # 18

F-178

Recommendation for City Council approval
to renew the Parking Violation Processing
and Collection Systems contract for four
successive twelve-month periods ending
June 30, 1998.

In City Council,

Sept. 13, 1993

*Referred back
to the City
Manager on
motion of Councilman
Wolf*

*Copy sent to City Mgr
9/15/93*