City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:

Matthew J. Fertal

From:

Keith G. Jones

Dept.:

City Manager

Dept.:

Public Works

Subject: APPROVE AMENDMENT NO. 3 TO THE

Date:

February 22, 2011

AGREEMENT WITH TURBO DATA

SYSTEMS, INC. FOR PARKING CITATION

PROCESSING

OBJECTIVE

To obtain City Council approval of Amendment No. 3 to the Agreement with Turbo Data Systems, Inc. (TDSI), to exercise the last two option years of the agreement and approve additions to the scope of work.

BACKGROUND

The existing agreement with TDSI was entered into on June 14, 2005. It was amended in March 2007 and again in June 2009. TDSI provides the City with parking citation processing and collection services, as well as handheld citation issuance machines and related supplies.

DISCUSSION

The current agreement expires on June 14, 2011. Based on the excellent service that TDSI has provided the City, staff proposes to amend the agreement to exercise the last two option years. At the same time, staff is also proposing additions to the scope of work within the agreement.

As part of this renewal, TDSI has agreed to manage the administrative review portion of the agreement, including data entry for the administrative review and hearing process. City staff will continue to conduct all administrative reviews. This additional service will cost approximately \$100 per month, or \$1,200 annually.

FINANCIAL IMPACT

The cost to extend the agreement for two years is \$165,000, which includes the data entry services. Funds are available in the adopted FY 2010/11 budget.

APPROVE AMENDMENT NO. 3 TO THE AGREEMENT WITH TURBO DATA SYSTEMS, INC. FOR PARKING CITATION PROCESSING February 22, 2011 Page 2

RECOMMENDATION

It is recommended that the City Council:

- Approve Amendment No. 3 to the Agreement with Turbo Data Systems, Inc., extending the agreement for two years, in the amount of \$165,000;
- Authorize the City Manager to execute the agreement.

KEITH G.JONES

Public Works Director

By:

Mark Ladney

Senior Program Specialist

Attachment: Agreement

Recommended for Approval

Matthew Fertal City Manager

CITY OF GARDEN GROVE

AMENDMENT NO. 3

To: Provide Parking Citation processing, payment, automated handheld ticket writers, and adjudication services

This Amendment No. 3 to Provide Parking Citation processing, payment, automated handheld ticket writers, and adjudication services is made and entered into this _____ day of ______ 2011, by and between the CITY OF GARDEN GROVE, hereinafter referred to as "CITY", and Turbo Data Systems, Inc., hereinafter referred to as "CONTRACTOR".

WHEREAS, Contractor and CITY entered into Contract No. **05-3562**, effective **June 14, 2005**.

WHEREAS, Contractor and CITY desire to amend the Existing Contract as provided herein.

Now, therefore, it is mutually agreed, by and between the parties as follows:

Section 1 Term and Termination, shall be revised as follows:

The CITY hereby extends the performance period from June 15, 2011 to June 14, 2013.

Section 3 Compensation - shall be revised as follows:

The contract Price is hereby increased from \$465,000.00 to a new Firm Fixed Price of \$630,000.00. Pricing of the adjudication services shall be \$1.62 per mailed letter as stated in Attachment A, which is hereby incorporated by reference.

Except as expressly amended hereby, the Existing Contract remains in full force and effect as originally executed.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 3 to the Existing Contract to be executed by their respective officers duly authorized on the date first written above.

Date:	"CITY" CITY OF GARDEN GROVE
ATTESTED:	By:City Manager
City Clerk	
Date:	"CONTRACTOR" Turbo Data Systems, Inc.
edit e riiderijken programme van van de die ergebieben programme en de die beleem te bestel b	By: Totelto Losen Name: BOBERTA J. ROSEN
	Title: <u>?RESIDENT</u> Date: <u> 21 2011</u>
	If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.
APPROVED AS TO FORM: Garden Grove City Attorney Date	





January 11, 2011

Mr. Mark Ladney City of Garden Grove Public Works Department PO Box 3070 Garden Grove, CA 92842

Re: Proposal for Additional Adjudication Services

Dear Mark,

The cost for TDS to completely process the administrative adjudication components of the process for the City of Garden Grove would be \$1.62 per letter (instead of the current \$0.86 per letter). This would involve opening and prepping all of the appeals that get mailed to TDS and forwarding them to the City with a cover sheet. The citation process is stopped immediately on these citations so that notices are not mailed and penalties are not applied. The City would then make the decision and indicate the liable or not liable reason code on the sheet. The documents would be returned to TDS and the codes entered into the system, and the appropriate letters mailed. All filling of documents is done by TDS.

Citizens requesting hearings would mail their requests and payments to TDS and they would be entered into the system. In person hearings would be scheduled based on the City's requested schedule. Hearing notification letters will be mailed to the citizens. TDS will work with your hearing examiner to set the hearing dates and times. The hearing examiner will receive the hearing packets (with in person and also the written hearings) and conduct the hearings, returning the packets to TDS for decision entry. The appropriate hearing result letters will be mailed. All filing is done by TDS.

The time savings and the paperwork savings will be very beneficial to the City, while at the same time the City retains the decision making capability. Should the City decide to move forward with this option, TDS will also be able to offer the online appeal system at no charge, making this a very attractive offer that will allow the citizens of Garden Grove to appeal online at their convenience, and allows an even more efficient means for the City to make electronic decisions without paper.

You may contact me directly at (714) 368-4808 should you have any questions.

Sincerely,

210 N. 4th Street Suite 150

San Jose, California 95112-5569

T: 408.971.1238 F: 408.918.0973

Turbo Data

Systems, Inc.

Processing Solutions

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Tustin, California

T: 714.573.5757

F: 714,573.0101

Suite 200

92780-3464

Premier Parking Citation

www.turbodata.com

Roberta J. Rosen

President