



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 14, 2019
Action Item for the City Council Meeting of May 21, 2019

DATE: May 14, 2019

TO: Keith Selman, Interim City Manager

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Dispatch and Lot Management System Software for Impound and Rotation Tows
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CAPTION:

Motion authorizing a five-year service agreement for Dispatch and Lot Management System software for impound and rotation tows with UR International, Inc. of Sugar Land, Texas for a total amount not to exceed \$135,000.

PURPOSE:

To approve a five-year service agreement for dispatch and lot management system software to manage the City's vehicle impound lot and towing services.

BACKGROUND AND FINDINGS:

The City entered into a 6-month contract with UR International in August of 2017 for the implementation of the Dispatch and Lot Management Solution software for the City Vehicle Impound Lot in the amount of \$31,000. The first-year's software license, maintenance, and support were paid with the initial purchase order. Upon expiration of the contract in March of 2018, the department continued using the services. Total expenditures to date with UR International for related services have exceeded \$50,000; therefore, per policy, a new five-year service agreement was developed for approval.

Future years license renewal, maintenance, and support will be paid for through a cost per vehicle tow of \$3.00 for City tows and \$0.50 for private tows. The number of vehicles towed to the City's impound lot annually is estimated at about 14,000 with an average cost of approximately \$27,000 per year.

This Dispatch Lot Management System software will be purchased through the Houston-Galveston Area Council (HGAC) cooperative. Contracts awarded through HGAC have been competitively procured and are in compliance with Texas local and state procurement requirements

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Police Department

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$1,009,202.00	\$108,000.00	\$1,117,202.00
Encumbered / Expended Amount	\$446,587.80	\$0.00	\$446,587.80
This item	\$27,000.00	\$108,000.00	\$135,000.00
BALANCE	\$535,614.20	\$0.00	\$535,614.20

Funding Detail:

Fund: 1020 General Fd

Organization/Activity: 11770 Vehicle Pound Operation

Mission Element: 155 Enforce Traffic Laws

Project # (CIP Only): N/A

Account: 530000 Professional Services

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement 68061

Price List