



<b>TO:</b>	<b>CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON MARCH 23, 2015</b>
<b>FROM:</b>	<b>GEORGE KOTSIFAS, MANAGING DIRECTOR, DEVELOPMENT AND COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL</b>
<b>SUBJECT</b>	<b>SINGLE SOURCE 15-11 PAY AND DISPLAY PARKING METERS</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Managing Director, Development and Compliance Services and Chief Building Official,

- a) Approval hereby **BE GIVEN** to enter into negotiations for the purchase of Pay and Display Parking Meters for a three (3) year period with Cale Systems Inc., 205 Riviera Drive, Markham, Ontario, in accordance with the 'Procurement of Goods and Services Policy' Section 14.4 Single Source, Clauses d and e.
- b) The Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract; and
- c) Approval hereby given **BE CONDITIONAL** upon the Corporation negotiating satisfactory prices, terms and conditions with Cale Systems Inc to the satisfaction of the Managing Director, Development and Compliance Services and Chief Building Official; and
- d) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order relating to the subject matter of this approval.

<b>BACKGROUND</b>
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**Purchasing Process**

It is the intent that the City enter into a three (3) year agreement with Cale Systems Inc., under section 14.4 d and e of the Procurement of Goods and Services Policy.

Section 14.4 d and e states, there is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal), and the required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience.

**Financial Impact**

Funding is provided in capital account: TS4207.590000.13200

**Background**

In 2007 the City issued a Request for Proposals for the installation of Pay and Display parking meters to be installed on Richmond Street between Dufferin Avenue and the CP Rail tracks. This contract was awarded to Cale Systems Inc. as they "scored high in the technical criteria and their costs to the City were the overall lowest". In 2009 and 2012 Municipal Council approved the purchase of additional Cale Pay and Display parking meters. The master meters machines provide efficiencies in maintenance, collection of coins, payment options, mobile payment and programming capability e.g. free in December over the individual meters.

Individual meters must be collected and maintained independently requiring more staff time and are subject to failure causing an inconvenience to the motoring public and loss in revenue. Programming changes such as rate changes or time permitted to park must be done on an individual meter basis and takes extensive staff resources that could be utilized better performing other duties. Master meters also provide better audit capabilities and improved efficiencies such as notifying staff when the paper supply or battery is low.

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**Background...cont'd**

Expansion of the on-street Pay and Display parking meter network is recommended to address the user's desire for alternative payment methods but also for their improved control of parking stalls, improved equipment maintenance and improved revenue collection. This also has an added benefit of improving the streetscape in an area that will be frequented by visitors to the city and is more efficient for snow maintenance.

In order to ensure consistency for the user and to minimize maintenance costs is it recommended that the same Pay and Display parking meters be used for all on-street locations. Cale Systems Inc. provided a quote of \$8,500 (plus HST) for the supply and installation of the same Pay and Display parking meter that is currently installed on Dundas Street and Richmond Street. It should be noted that this quote is \$600 less than the purchase price for the same equipment in 2012. Capital Project TS4207 for the purchase and installation of the Pay and Display meters funding will come from the Parking Facilities Reserve Fund.

**Acknowledgements**

This report was prepared by Annette Drost, Manager, Municipal Law Enforcement Services – Parking and Licensing and Billy Sevier, Purchasing and Supply.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>ANNETTE DROST MANAGER, MUNICIPAL LAW ENFORCEMENT SERVICES – PARKING AND LICENSING</b>	<b>GEORGE KOTSIFAS, MANAGING DIRECTOR, DEVELOPMENT AND COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL</b>
<b>REVIEWED AND CONCURRED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>OREST KATOLYK CHIEF MUNICIPAL LAW ENFORCEMENT OFFICER</b>	<b>ANNA LISA BARBON, CPA, CGA DIRECTOR, FINANCIAL SERVICES</b>

cc: John Freeman, Manager of Purchasing and Supply