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## City of Kelowna

# MEMORANDUM

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**DATE:** March 7, 2007  
**FILE:** 5480-08  
**TO:** City Manager  
**FROM:** Transportation Manager  
**RE: AWARD OF PARKING MANAGEMENT SERVICES CONTRACT T06-143**  
**On and off-street parking enforcement**

Prepared by: Jerry Dombowsky, Transportation Demand Supervisor

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### **RECOMMENDATION:**

THAT the Contract for management services for on and off-street pay parking in accordance with the Request for Proposal T06-143, be awarded to Imperial Parking Canada in the amount of \$454,829.04 (plus 2.75% per annum escalation) per year including GST for the 5 year period from May 1, 2007 through April 31, 2012;

AND THAT the Mayor and City Clerk be authorized to execute the Contract on behalf of the City.

### **BACKGROUND:**

Three submissions were received in response to a request for proposals for parking management services in the downtown core and at city lots and facilities. Submissions were reviewed by an evaluation team and the unanimous selection was Imperial Parking. Financially, the next closest response was \$789,069 higher over the 5 year term of the contract.

Imperial Parking provides parking management services to a large number of municipal and public sector clients, including the City of New Westminster, City of Coquitlam, City of Vancouver, BC Building Corporation, and 13 colleges and universities across the province. Impark has a regional office located in Kelowna, and will be expanding its supervisory and front line staff to service this contract.

Imperial Parking will establish a street front office location, in consultation with the City, for the issuance of passes and collection of fines. Style of uniform, branding and signage are all elements the City will provide approval for as part of the new contract. A comprehensive marketing/ customer service plan was provided along with specific recommendations that will be brought forward to the Kelowna Parking Committee for its review.

Upon award, the contract will commence May 1, 2007 and will be in place for a term of 5 years ending April 31, 2012.

Based upon the above information, Council's support of this action is respectfully requested.



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Ron Westlake, P.Eng.  
Transportation Manager

Approved for inclusion:  
John Vos  
Director of Works & Utilities

CC: Director of Financial Services