



**City of Kingston
Report to Council
Report Number 19-159**

To: Mayor and Members of Council
From: Sheila Kidd, Commissioner, Transportation & Public Works
Resource Staff: Ian Semple, Director, Transportation Services
Date of Meeting: July 9, 2019
Subject: Single Source Purchase – Parking Enforcement Equipment Replacement

Executive Summary:

The handheld units used by the City's transportation by-law officers to issue parking tickets are at their end of life and must be replaced with a new model. The City uses a system called Automated Issuance/Management System (AIMS) that manages the parking tickets issued from these handheld units and any follow-up activities related to parking enforcement actions. The current handheld units are purchased through the AIMS vendor, Electronic Data Collection Corporation (EDC).

The existing handheld units must be replaced with new hardware models provided by EDC to ensure continuity of the existing parking enforcement system and allow for better integration of new features such as mobile payment (HONK). The cost to replace and upgrade the handheld hardware is \$55,580 USD, and the hardware and associated integration with AIMS is only available through EDC.

Section 4.5 ii) of By-Law 2000-14, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended, states that no offer to procure by single sources valued over \$50,000 shall be issued without resolution of Council. Therefore, staff is requesting Council approval to enter into a contract with EDC to purchase the new parking enforcement equipment.

Recommendation:

That Council authorize the Mayor and Clerk to execute a contract between the City of Kingston and Electronic Data Collection Corporation, in a form satisfactory to the Director of Legal Services, for the procurement of parking enforcement equipment for a total purchase price of \$55,580 USD plus applicable taxes.

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Authorizing Signatures:



**Sheila Kidd, Commissioner,
Transportation & Public Works**



**Lanie Hurdle, Acting Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

| | |
|--|--------------|
| Peter Huigenbos, Acting Commissioner, Community Services | Not required |
| Jim Keech, President & CEO, Utilities Kingston | Not required |
| Desirée Kennedy, Chief Financial Officer & City Treasurer | Not required |
| Deanne Roberge, Acting Commissioner, Corporate Enterprise Services | Not required |

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Options/Discussion:

The City's Parking Services division uses a system called AIMS (Automated Issuance/Management System) to manage parking permits, space rentals, and enforcement. AIMS is provided by Electronic Data Collection Corporation (EDC) and has been in place since 2003. The system is integrated with the City's customer service and payment systems as well as a number of databases that support the parking operation.

As part of the daily parking enforcement activities, the City's transportation by-law enforcement officers use a handheld hardware with an integrated printer for issuing parking tickets. The existing handheld hardware units, provided by EDC and integrated with AIMS, are at the end of their useful life and are difficult to support and repair. The existing model of handheld is no longer available from EDC as the hardware cannot be replaced.

The replacement hardware option from EDC for the existing handheld is comprised of a stand-alone, small, mobile printer unit, which can connect to the by-law officer's City-issued smartphone. This allows the by-law officers to use the AIMS parking software through an app on their smartphones and issue tickets via the mobile printer, which is worn on the by-law officer's uniform/duty belt. The upgraded hardware also allows for more seamless integration with the City's mobile payment system (HONK mobile payment) and allows for a real-time connection to the AIMS database.

The costs to replace the existing enforcement handheld printing system with the recommended option from the vendor are as follows:

| Quantity | Item | Unit Cost | Extended Cost (\$USD) |
|----------|-----------------------------|-----------|-----------------------|
| 16 | AIMS Mobile ZQ510 Ensemble | \$3,000 | \$48,000 |
| 4 | Additional Backup Printers | \$850 | \$3,400 |
| 16 | Extra Printer Batteries | \$115 | \$1,840 |
| 4 | 4 Bay Printer Charger Stand | \$485 | \$1,940 |
| 20 | Belt Clip | \$20 | \$400 |
| | | | \$55,580 |

Existing Policy/By-law:

By-Law Number 2000-134, a "By-Law to Established Purchasing Policies and Procedures for the City of Kingston", as amended, indicates "Single Source" shall mean there is only one known source of supply of particular goods or services. The AIMS Mobile ZQ510 Ensemble unit and associated equipment is the only option available for the City's current parking enforcement system.

Notice Provisions:

Not applicable

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Accessibility Considerations:

Not applicable

Financial Considerations:

There are sufficient funds available in the approved existing capital budget to proceed with this procurement as recommended in this report.

Contacts:

Ian Semple, Director, Transportation Services, 613-546-4291, Extension 2306

Other City of Kingston Staff Consulted:

Marissa Mascaro, Manager, Parking Services

Greg McLean, Policy and Program Coordinator

James Lew, Technology Associate

Exhibits Attached:

Not applicable