TO: MATTHEW C. BALLANTYNE, CITY MANAGER
FROM: ROB BURNS, DIRECTOR OF FINANCE
SUBJECT: AWARD OF CONTRACT - CITATION PROCESSING SERVICES.

RECOMMENDATION
Award a contract to Data Ticket, Inc., Newport Beach, CA for citation processing services in the amount of $95,000 per year, with two additional one-year renewal options; and authorize the City Manager to execute all necessary documents on behalf of the City.

FISCAL IMPACT
Sufficient funds are available in the proposed Fiscal Year 2019-20 Operating Budget.
BACKGROUND
The City of Chino currently uses Data Ticket, Inc. for citation processing services for citywide parking and administrative citations. The services are used by the Police Department, Utility Billing Division, and Code Enforcement Division. The current contract with Data Ticket, Inc. is set to expire on June 30, 2019.

ISSUES/ANALYSIS
With the expiration of our current citation processing contract, staff reviewed the option of developing a Request for Proposal (RFP) for citation processing services. During our research, it was learned that the City of Sausalito went through the competitive bidding process and selected Data Ticket, Inc. for their citation processing services.

Per Section 3.32.060 of the City of Chino’s Purchasing Policy, the City can utilize the competitive bidding of another Federal, State or local agency as long as the City receives the same or better pricing. Staff has received a written offer from Data Ticket, Inc. indicating they will maintain our current pricing. This pricing mirrors the pricing contained in their response to the RFP issued by the City of Sausalito. Staff has analyzed this pricing structure and has determined the City of Chino will be receiving the same or better pricing as the City of Sausalito for its citation processing services.

Data Ticket, Inc. has provided excellent citation processing services to the City for over ten years. Aside from the continued competitive pricing, staff finds Data Ticket, Inc.’s reporting system to be user-friendly, resulting in increases to staff’s efficiency.

Staff recommends to City Council to award and authorize a contract to Data Ticket, Inc., Newport Beach, CA, to continue to provide citation processing services to the City of Chino, in the amount of $95,000 per year, with two additional one-year renewal options.

RB/RM:hm

Attachment: Data Ticket, Inc. Agreement