



**AGENDA ITEM REPORT**

**DATE:** April 20, 2021  
**DEPARTMENT:** Facilities Construction and Management  
**REQUESTER:** Ehab Guirguis  
**TITLE:** Award Contract for Downtown Parking Management Services

**I. MOTION REQUESTED**

- A) Award Invitation to Bid No. B210046DWJ, Downtown Parking Management Services to Premium Parking Service, L.L.C. for the downtown parking management services, on an as-needed basis, for an initial term of three years.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract for up to three additional years and to execute all associated documents as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Award contract to Premium Parking Service, L.L.C. (Premium Parking) to provide parking management services as needed for parking lots in downtown Fort Myers. Premium Parking provided the highest revenue percentage for the County from three sealed bids.

Premium Parking will manage the Public Parking Lot on MLK Blvd and the parking lots for the Admin East and Community Development/Public Works (CD/PW) Buildings. The CD/PW parking lot will be managed by Premium Parking after normal work hours and weekends. The other two parking lots will be managed continuously by Premium Parking.

The County will receive 80% of the revenue generated from each of the parking lots. Additional parking lots may be managed by Premium Parking if it is in the best interest of the County.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

In anticipation of the current Annual Parking Management Contract expiring, Facilities Construction and Management requested Procurement Management initiate a bid solicitation for Downtown Parking Management Services. The solicitation was advertised on November 20, 2020, with a January 14, 2021 opening date. At the time of opening, three (3) vendors submitted bid packages.

Bid packages were opened in a public meeting and Premium Parking Service, L.L.C. was the apparent low bidder. Procurement Management conducted due diligence and confirmed that Premium Parking, L.L.C. was both responsive and responsible. Staff recommends award to Premium Parking, L.L.C.

B) Policy Issues

C) BoCC Goals

D) Analysis

County staff currently manage the Public Parking Lot on MLK Blvd and the parking lots for the Admin East and Community Development/Public Works (CD/PW) Buildings. The management of parking lots and collection of revenue is not a core service for Facilities Construction and Management. Staff can be better utilized and more efficient performing core services.

Premium Parking specializes in the management of parking lots. They will manage the CD/PW parking lot after normal work hours and weekends. The Public Parking Lot on MLK Blvd and the Admin East parking lot will be completely managed by Premium Parking.

The County will receive 80% of the revenue generated from each of the parking lots managed by Premium Parking. Additional parking lots may be managed by Premium Parking if it is in the best interest of the County.

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	No funding required.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Revenue
D)	Is this Discretionary or Mandatory?	

E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments: Revenue will be received for use of County-owned parking lots.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Contract with Premium Parking Services</a>	3/30/2021	Contract
<a href="#">Sunbiz</a>	4/9/2021	Cover Memo
<a href="#">042021R-C-9-Agreement for Downtown Parking Management Services</a>	4/27/2021	Contract
<a href="#">042021R-C-9-Agreement for Downtown Parking Management Services - Amendment 1</a>	9/8/2023	Contract
<a href="#">042021R-C-9-Agreement for Downtown Parking Management Services - Amendment 2</a>	7/22/2024	Contract
<a href="#">042021R-C-9-Agreement for Downtown Parking Management Services - Amendment 3</a>	7/22/2024	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Facilities Construction and Management	Tucker, Mary	Approved	4/7/2021 - 1:59 PM
Facilities Construction and Management	Guirguis, Ehab	Approved	4/7/2021 - 2:25 PM
Budget Services	Guttery, Angela	Approved	4/8/2021 - 8:22 AM
Budget Services	Winton, Peter	Approved	4/8/2021 - 10:07 AM
County Attorney	Lira, Louis C.	Approved	4/9/2021 - 10:28 AM
County Manager	Mora, Marc	Approved	4/12/2021 - 5:18 PM