



INTEROFFICE MEMORANDUM

TO: Board of Finance
Board of Representatives

FROM: David Martin, Mayor 

DATE: July 3, 2019

RE: Passport Labs, Inc. Agreement for Parking Ticket, Permit and
Civil Citation Management Services; RFP No. 746

Please review the attached Agreement and advise your recommendation.

Thank you.

Enc.



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OFFICE OF THE ATTORNEY GENERAL

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Board of Representatives

MAYOR
DAVID R. MARTIN



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June 28, 2019

To: Mayor David R. Martin

From: Chris Dellaselva, Asst. Corporation Counsel

Re: Passport Labs, Inc./City of Stamford
Agreement for Parking Ticket, Permit and
Civil Citation Management Services ("Services")
RFP No. 746



Dear Mayor Martin:

Attached are **two (2) copies** of the above-mentioned Agreement, which I have approved as to form. These services will provide to the City's Cashiering and Permitting Division an upgrade to its current computerized parking ticket management system. The upgrade will provide the hardware and software for the City to issue an estimated one hundred thousand (100,000) parking tickets per year. Additionally, enhanced hardware and software will be provided for the payment and processing of parking tickets. Passport Labs will also provide all necessary systems to issue notices to vehicle owners of outstanding tickets and provide systems to communicate with state motor vehicle departments to look up vehicle owner identifications based on vehicle license plates.

As the contract price exceeds \$100,000, it must be approved by the Board of Finance and the Board of Representatives. Therefore, please forward the Agreement to the Boards for their respective approval. **After Board approval, two originals will be sent to you for signature.**

The business manager of these services is Jim Travers. Please direct any questions regarding these services to Mr. Travers and invite Mr. Travers to all Board meetings. You may, of course contact me if I may be of further assistance.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Chris Dellaselva".
Chris Dellaselva

Encl.