



City of Ketchum

February 17, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation To Approve Contract 22065 with Granicus for Short-Term Rental Inventory, Compliance and Analytic Services

Recommendation and Summary

Staff is recommending the Council provide authorization to the City to enter into a contract with Granicus for Short-Term Rental Inventory, Compliance and Analytic Services.

"I move to approve Contract 22065, authorizing the City Treasurer to sign the agreement."

Introduction and History

Granicus is software company that provides short-term rental inventory data for municipalities throughout the US. They assist in collecting data such as short-term rental address identification, compliance monitoring, mobile permitting and registration, and rental activity monitoring. They are already established in the state of Idaho, with Hailey and Rexburg, utilizing some of their services. They have provided several demos for staff as well as a personalized proposal showing how they can assist staff address Ketchum's short-term rental data collection and compliance monitoring.

A competitive RFP was solicited from service providers. The city received four total proposals. A staff team rated each proposal based on the firm's experience and proposed scope of service in alignment with city business needs. Granicus was determined to be the top proposer.

Analysis

Other local municipalities, such as Hailey and Rexburg, have entered into contract with Granicus to assist in their short-term rental needs. Granicus will assist staff in gathering data and providing resources to help the City with Ordinance 1230's regulations.

Financial Impact

The cost for Address Identification, Mobile Permitting & Registration and Compliance Monitoring is \$29,809.50. This amount will be recovered via the STR permit fee. Staff plans to schedule the public hearing on March 7th for the new proposed fee.

Attachments

- Attachment A: Contract Proposal 22065
- Attachment B: PO 22065

Short-Term Rental Vendors RFQ				
	LOCALGOV	HARMARI	GOVOS	GRANICUS
Overall	Focuses more on STR local tax compliance rather than safety and registration compliance	Seems to address our STR monitoring needs. Overall impressed with their RFQ submittal as they addressed mostly everything we are looking for	Seems to address our STR monitoring needs. However, RFQ seems to be very general about what they offer to meet our needs.	They are eager to work with us. They have endless tools that would be beneficial for our first year of STR monitoring. Seems the site is straightforward. They have local recommendations (Hailey & Rexburg). They seem to meet all of our needs.
Address Identification	Discovers properties, identifies owners with owner ID and contact info, and monthly reports include address, owner ID, contact info and image capture (12.5)	Yes, via 80+ websites (12.5)	Yes (12.5)	Yes, via 60+ websites (12.5)
Short-Term Rental Compliance Monitoring	Quarterly monitoring report after baseline audit. Price of quarterly reports customized to work with budget (8)	Yes but not sure if it's completely to our policies (10)	Yes completely to our policies (12.5)	Yes completely to our policies (12.5)
Software Implementation	One-time \$1,000 fee for software setup & implementation which includes training); appears to be tax registration software (10)	10 days for registration portal; 30 days for identification phase (12.5)	9 weeks (12.5)	11 Weeks (12.5)
Online Registration	Nothing in RFQ showing online registration for STR permit. Do have online registration for filing and remitting taxes (10)	Yes but seems to be developed by them. Automated Renewal Reminders. Portal has English, Spanish and French (10)	Yes, completely modifiable for our requirements (12.5)	Yes, completely modifiable for our requirements (12.5)
Go-live Timeline	Nothing in RFQ stating timeline (0)	From signature: 10 days for registration portal; 30 days for identification phase; 60 days for outreach phase (12.5)	11 Weeks (12.5)	12 Weeks (12.5)
Case History	Nothing in RFQ offering case history (0)	Each listing / operator has it's own case history that you can add notes to for compliance tracking (12.5)	Does not mention anything about taking notes for each listing (10)	Can add notes for each property (12.5)
Fee Collection	Yes but through their own portal. (0)	Yes via Paypal or through our payment software of choice for an additional fee (12.5)	Yes but doesn't state through what portal (10)	Yes through third party payment processor (12.5)
COST	\$1,000 setup fee plus \$50 per discovery (12.5)	\$18,000 for Address ID and Reporting & \$6,000 for STR Registration Portal; TOTAL \$24,000 . Optional Year 2 \$22,000 and Optional Year 3 \$20,000. If we wish to use XpressBillPay then an additional software development cost of \$125 per hour applies (12.5)	\$17,299 STR Detection, Monitoring and Compliance & \$12,380 for Registration and Permitting System. TOTAL \$29,679 (12.5)	\$16,065 for Address ID, \$5,712 for Registration, \$8,032.50 for Compliance Monitoring. TOTAL \$29,809.50 (12.5)

53%

95%

95%

100%



CITY OF KETCHUM
 PO BOX 2315 * 480 EAST AVE. * KETCHUM, ID 83340
 Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 22065

To: 5135 GRANICUS DEPT CH - BOX 19634 PALATINE IL 60055-9634	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
02/16/2022	kchoma	kchoma		0	

Quantity	Description	Unit Price	Total
1.00	Short-Term Rental Inventory, Compliance, & 22-4910-4200	29,809.50	29,809.50
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		29,809.50

_____ Authorized Signature