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MEMORANDUM

ASSISTANT CITY MANAGER



TO: Jim Scholl, City Manager
FROM: John Wilkins, Parking Manager
DATE: April 2, 2012

Reference: Purchase of sixteen (16) Cale MP104 Compact Multi-Space Meter Paystations from Cale America, Inc. on a Sole-Source Basis


Pursuant to purchasing Code 2-844 relating to Brand Name Specifications, "Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item will satisfy the City's needs."

Additionally, "The Purchasing Agent shall seek to identify sources from which the designated brand name item can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under the sole source procurement provisions of section 2-797".


In this case, Cale America, Inc. is the exclusive authorized supplier of Cale MP104 Compact Multi-Space Paystations. Additionally, City Employees responsible for machine repair and maintenance are proficient with this model. We currently have 42 paystations of the brand and model installed throughout the Commercial Core District. It would be impractical and not very cost effective to maintain two distinct inventories of supplies and parts for different meter brands. Lastly, the Public has become familiar with the operation of this brand and model.

Purchasing Code 2-797 (1) b. states, "A contract may be awarded without competition when the department head makes a written determination and the purchasing agent verifies that, after conducting a good faith review of available sources, there is only one source for the required commodity or contractual service."

After a good faith review, this confirms that Cale Parking America, Inc. is the only authorized vendor for the Cale MP104 Compact Multi-Space Meter Paystation.


Approved by Mark Finigan
Assistant City Manager Administration

Date


Approved by Sue Snider,
Purchasing Agent

4/3/12

Date