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**DEPARTMENT OF PUBLIC WORKS - Engineering Division  
MEMO**

TO: Members of the Municipal Services Committee

FROM: Ross Buetow, Deputy Director of Public Works

SUBJECT: Request to sole source purchase LUKE II parking pay stations

DATE: December 31, 2013

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The Department of Public Works is requesting permission to sole source purchase three LUKE II parking pay stations manufactured by Digital Payment Technologies for use at the Appleton Public Library. Two of the pay stations will be located outdoors in the parking lot and the third will be located indoors at the entrance to the library.

The adopted 2014 parking budget includes \$46,500.00 for the purchase and installation of the three pay stations.

We are requesting the sole source purchase for the following reasons:

- Our initial pilot project in the Soldier's Square parking lot utilized the LUKE II equipment, which was procured under a competitive bidding process in 2012.
- The LUKE II remains the City's preferred manufacture due to its ease of use, functionality and many customizable features.
- The LUKE II allows for service & support by a Wisconsin based company (TAPCO), while the competing manufacturers only offer out of state support.
- Utilizing an inventory of similar equipment allows for a simpler expansion of our pay station network as well as more consistency and ease of use for our customers.
- Equipment maintenance and support is much simpler using a single manufacture rather than multiple products requiring multiple support contracts.

With satisfactory performance and reliability from the equipment and vendor (TAPCO), DPW staff anticipates purchasing additional LUKE pay stations in the future to expand the pay station network, should such expansions be deemed appropriate by the Common Council.

Thank you for your consideration.