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**DEPARTMENT OF PUBLIC  
WORKS**  
**Operations Division**  
**2625 East Glendale Avenue**  
**Appleton, WI 54911**  
**TEL (920-832-5580)**

**MEMO**

**TO:** CEA Review Committee

**FROM:** Nate Loper, Deputy Director of Public Works

**DATE:** May 30, 2023

**SUBJECT:** Request to provide Fabick Cat with a Letter of Intent to order the asphalt paver in June

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The Central Equipment Agency (CEA) is requesting permission to provide Fabick Cat with a letter of intent to purchase an asphalt paving machine.

The paver is due for replacement in 2024, and typically the purchase order would be issued immediately after budget adoption in November. However, Fabick told us to expect a 5-7% (\$30-42K) price increase between now and November, and delivery is 14-16 months out at this point. Ordering this unit prior to budget adoption will not only save us money but will provide us with the new paver in time for the 2025 construction season.

Fabick has confirmed that if we decide to cancel the order later this year, they will give our spot to another customer and will not charge us anything.

Thank you for your consideration in this matter.