

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**



DEPARTMENT: International Bridges
Purchasing & Strategic Sourcing
AGENDA DATE: August 19, 2025
PUBLIC HEARING DATE: Not Applicable
CONTACT PERSON NAME: Roberto Tinajero, International Bridges **PHONE NUMBER:** (915) 212-7509
Director
Claudia A. Garcia, Director **PHONE NUMBER:** (915) 212-0043
DISTRICT(S) AFFECTED: No. 8

SUBJECT:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2025-0521 Parking Meters Maintenance to CivicSmart Parking Technologies, Inc., the sole source provider for Liberty Next Gen (LNG) Single Space Meters, spare parts and maintenance for a term of three (3) years for an estimated amount of \$450,000.00. Supplier will be required to provide an updated sole source letter and affidavit each year.

BACKGROUND / DISCUSSION:

CivicSmart Parking Technologies, Inc. is the manufacturer and sole source provider for parts and maintenance for existing parking system and mechanisms used by the City. This contact will provide warranty services, upkeep, maintenance for parts/mechanisms, repairs/replacements and service connectivity.

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

SELECTION SUMMARY:

This is a non-competitive procurement for standardization of single space parking meter system currently in place. The vendor does not have distributors and will provide the warranty services, upkeep, maintenance for parts/mechanisms, repairs/replacements and service connectivity. Exempt under the State of Texas Local Government Code Sec 252.022: (7) a procurement of items that are available from only one source, (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: A decrease of \$763,816.00 for the initial term, which represents a 62.93% decrease, due to this service mainly consisting of providing spare parts for the required maintenance of existing equipment.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$450,000.00
Funding Source: General Fund
Account: 564-3300-64850-532090

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

Report any contributions or donations to City Council of an accumulated total of \$500 or more. Report the name of the elected official and the amount.


NAME	AMOUNT (\$)
Form was provided to the applicant	N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Roberto Tinajero, International Bridges Director



Claudia A. Garcia – Director of Purchasing & Strategic Sourcing

Project Form
Non-Competitive

*****Posting Language Below*****

Please place the following item on the Regular Agenda for the City Council Meeting of August 19, 2025.

Award Summary:

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2025-0521 Parking Meters Maintenance to CivicSmart Parking Technologies, Inc., the sole source provider for Liberty Next Gen (LNG) Single Space Meters, spare parts and maintenance for a term of three (3) years for an estimated amount of \$450,000.00. Supplier will be required to provide an updated sole source letter and affidavit each year.

Contract Variance:

The difference based in comparison to the previous contract is as follows: A decrease of \$763,816.00 for the initial term, which represents a 62.93% decrease, due to this service mainly consisting of providing spare parts for the required maintenance of existing equipment.

Department:	International Bridges
Award to:	CivicSmart Parking Technologies, Inc.
City & State:	El Paso, TX
Item(s):	ALL
Initial Term:	3 Years
Option Term:	N/A
Total Contract Time:	3 Years
Year 1:	\$150,000.00
Year 2:	\$150,000.00
Year 3:	\$150,000.00
Initial Term Estimated Award:	\$450,000.00
Option Term Estimated Award:	N/A
Total Estimated Award	\$450,000.00
Account(s)	564-3300-64850-532090
Funding Source(s):	General Fund
District(s):	8

This was a Non-Competitive Award - Sole Source Contract

Non-Competitive Procurement under Local Government General Exemption: Section 252.022: (7) a procurement of items that are available from only one source, (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.

The Purchasing & Strategic Sourcing and International Bridges Departments recommend award as indicated to CivicSmart Parking Technologies, Inc., under the exemption listed above.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath depose and said:

1. My name is Yvonne Gardner. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: CivicSmart Parking Technologies, Inc.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Parking Meter Housings, Meters, Sensors, and Accessories
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Yvonne Gardner
Signature

SUBSCRIBED AND SWORN to, before me on this 13th day of May, 2025



Jennifer Swenson
NOTARY PUBLIC
Jennifer Swenson
PRINTED NAME
03 February 2029
MY COMMISSION EXPIRES

COMPANY NAME: CivicSmart Parking Technologies, Inc. (formerly known as Duncan Parkng Technologies, Inc.)

ADDRESS, CITY, S TATE & ZIP CODE 11220 W. Lincoln Ave, West Allis, WI 53227

PHONE: 414-877-5481

FAX NUMBER: _____

CONTACT NAME AND TITLE: Yvonne Gardner, Financial Analyst

WEB ADDRESS: www.civicsmart.com

EMAIL: ygardner@civicsmart.com

FEDERAL TAX ID NUMBER: 20-0043793

TEXAS SALES TAX NUMBER: N/A



CivicSmart Parking Technologies, Inc.

11220 W Lincoln Ave

Milwaukee, WI 53227

www.CivicSmart.com

May 2, 2025

Mr. Paul Stresow
International Bridges
1001 S. Stanton St.
El Paso, TX 79901

Dear Mr. Stresow,

CivicSmart Parking Technologies, Inc. (a CivicSmart, Inc. Company and formerly known as Duncan Parking Technologies, Inc.) is the original manufacturer and sole source provider of the parking meter mechanisms and housings that were sold by our company. CivicSmart is also the sole source manufacturer and provider of coin boxes, lock assemblies, keys, coin tracks, card readers and other replacement parts used in these mechanisms, housings and collection carts.

CivicSmart Parking Technologies, Inc. has not authorized any third-party distributors, resellers or repair agencies to sell, repair, perform maintenance, or provide post-end of life support for any of our products.

As a sole source vendor, CivicSmart can provide your agency with system and service advantages not available through any other company. Please do not hesitate to contact us with any questions.

Best Regards,

A handwritten signature in purple ink, appearing to read 'BSub'.

Balu Subramanya
President & CEO
CivicSmart Parking Technologies
E-mail: bsubramanya@civicsmart.com
+1-202-270-6126 (m)
Visit us at: www.civicsmart.com