



OFFICE OF MANAGEMENT AND BUDGET
Division of Procurement

Non-Competitive Purchase / Contract Request Form

Department	PARC	Department Contact	Kieu My Le
Contact Email	KieuMy.Le@louisvilleky.gov	Contact Phone	(502) 574-1689

Professional Services are services that require specialized skills, knowledge, and expertise, often provided by individuals or firms with professional qualifications.

Sole Source is when goods or services being procured are unique, specialized, or proprietary in nature, and there are no comparable alternatives available in the market.

Request Date

Contract Type: Professional Service ☐

Sole Source (Goods/Services) ☒

Requested Contract Term:

Start 7/1/24

End 6/30/25

One-time purchase ☐

Title of goods or service to be acquired:

CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

Be specific about the work to be performed or product to be purchased including but not limited to scope of work; description of service and work product created.

HUB is the sole owner, manufacturer, and technical assistant for Zeag Parking Equipment. We have Zeag Parking Equipment at all of our garages to process transient tickets for parking. Zeag Parking Equipment processes credit card payments securely, cash payments and validations. HUB has a service tech that services their equipment. Our contract covers that worker, preventative maintenance, operating costs, and their help desk support.

SUPPLIER INFORMATION

Supplier Legal Name	HUB PARKING TECHNOLOGY USA, INC.						
DBA							
Point of Contact	Wesley Bain			Email	wesley.bain@tibaparking.com		
Street	761 Commonwealth Drive						
Suite/Floor/Apt	Suite 204			Phone	(321) 200-3782		
City	Warrendale			State	PA	Zip Code	15086
Federal Tax ID#				SSN# (If sole proprietor)			
Louisville Metro Revenue Commission Account #							
Louisville Human Relations Commission Certified Business	<input type="checkbox"/> Minority		<input type="checkbox"/> Disabled				
	<input type="checkbox"/> Woman		<input type="checkbox"/> LGBT				

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$236,364.00		(Including reimbursement expenses, if applicable)	
Spend Category:				
Fund:	9502	Cost Center:	954 PARC OPERATIONS	
Program:			Project:	
Grant:			Other Worktags:	
Payment Rate		per hour		per day
	19,697.00	per month		per service
As needed				
Payment Frequency	x	Monthly	x	Upon Completion / Delivery
		Quarterly		Other



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JUSTIFICATION FOR NON-COMPETITIVE PURCHASE / CONTRACT (Attach additional documentation if necessary)

Technical Justification - Explain why the requested goods or services can only be provided by the selected supplier. Include any technical specifications, unique features, or specialized expertise that make the supplier the only viable option.

HUB is the sole proprietor of their equipment and software. There is no other software that will work with these machines, nor supplier where we can purchase this equipment.

Operational Necessity - Describe how the requested goods or services are critical to the operation. Explain any potential disruptions or negative impacts that could arise from using an alternative supplier.

These machines are in all of our garages and process payments for our parking services. They are integral to our operations. Any disruption to this equipment means immediate loss of revenue.

Market Research - Provide the results of the market research conducted to determine if alternative suppliers are available. Include a summary of the research process, the suppliers considered, and the reasons why these alternatives were deemed unsuitable.

There are alternate suppliers of similar equipment but none that work with our existing equipment than HUB.

Cost Considerations - Where it is reasonable to do so, departments should make all efforts to negotiate and validate that pricing meets market expectations and is advantageous to Metro. Describe how the cost of services offered were determined to be reasonable. Detail any cost savings, if applicable, and how these savings compare to potential alternative suppliers.

We have had a sole source contract with HUB for years because of the nature of parking equipment. It has a long shelf life, service to the proprietary machines has to be handled by HUB technicians that specialize in this machinery and the software that it requires to run is specifically provided only by HUB.

Previous Relationship - Note any known pre-existing relationship or business history with the supplier.

AUTHORIZATIONS: I confirm that the information contained herein is accurate and complete to the best of my knowledge.

DocuSigned by:

Mike Tudor

Department Director Signature

Mike Tudor

4/3/2024

Printed Name

Date

Based upon the review of information contained herein, competition is not feasible and the request for purchase / contract is approved.

DocuSigned by:

Joel Neaveill

Procurement Director Signature

Joel Neaveill

4/9/2024

Printed Name

Date

Comments:

DS
St

2024

																		Plus PCI Compliant Credit Card Certified Services	7/1/24 - 6/30/25 New yearly total
July 2024 thru June 2025	2023-24 Base Annual Rate	2024-25 Base Annual Rate	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	12 month total				
Brown	\$12,211	\$12,699	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$12,699	\$629	\$13,328		
Sixth St	\$16,620	\$17,285	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440	\$17,285	\$856	\$18,141		
Seelbach	\$13,038	\$13,560	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$1,130	\$13,560	\$671	\$14,231		
8th & Main	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Riverfront	\$16,659	\$17,326	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$1,444	\$17,326	\$858	\$18,184		
Fifth	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Louisville Gard	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Muhammad Ali	\$14,181	\$14,749	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$14,749	\$730	\$15,479		
Market St	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Jefferson	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Arena	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Glassworks	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Clay Commons	\$14,181	\$14,749	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$1,229	\$14,749	\$730	\$15,479		
Omni Hotel	\$16,207	\$16,856	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$1,405	\$16,856	\$835	\$17,690		
Totals	\$216,550	\$225,212	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$18,768	\$225,212	\$11,152	\$236,365		
			\$929	\$929	\$929	\$929	\$929	\$929	\$929	\$929	\$929	\$929	\$929	\$929					
Monthly Totals w/PCI			\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697	\$19,697			\$236,364		

Jefferson/Omni/Arena removed

2024

[illegible]