



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure for 2013/14 switchgear and accept Federal Pacific's pricing for purchased switchgear.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)		Government Services
	Planning & Development		City Council

Estimated Cost:	Unknown, as Needed	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
-----------------	--------------------	-----------	-----	-------------------------------------	----	--

If NO, please explain how item will be funded:

Executive Summary:

The Electric Division has chosen to use Federal Pacific for their switchgear. We currently have three (3) types in stock. The Electric Division feels that Federal Pacific is reliable switchgear and has proven to be of good quality.

Attachments: *(please list)*

Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure for 2013/14 switchgear and accept Federal Pacific's pricing for purchased switchgear.

For office use only:

Agenda Item Number: 4c

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

For Federal Pacific (through its local agent—Power One Supply)

For the purchase of: Switchgear (Federal Pacific) _____.

At a cost not to exceed: _____ cost set as needed at time of order _____.

Reason for the request to waive the bid procedure: The Electric Division has chosen to use Federal Pacific for their switchgear. We currently have types of switchgear in stock.

Other Quotations Received: Federal Pacific has offered the best quality for an accepted cost.

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.