

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *6.K
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing all “Spot Buying” of Cable and Transformers on an as-needed basis for FY24/25	
	Presenter:	AJ Reineking, Public Services Division Paul Hopkins, Electric Services Division	
Meeting: Government Services Committee		Date: April 1, 2024	
Proposed Cost: Up to \$650,000	Budgeted Amount: \$650,000	Not Budgeted: <input type="checkbox"/>	
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Staff is requesting to waive the formal bid procedure and allow the Inventory Control Division to “spot buy” purchases of cable and transformers for FY 24/25 for inventory stock only. Similar to other commodities, such as fuel, the price of metals used in cable and transformers fluctuates dramatically from week-to-week or even day-to-day, which makes procurement from an on-going inventory perspective difficult to lock down through the traditional buying process.</p> <p>Spot buying these items allows the Inventory Control Division the competitive comparison of cost on an as-needed basis. It is our practice to solicit pricing from at least five vendors/distributors allowing for a competitive price comparison.</p> <p>The total budgeted amount for general cable is \$50,000, and the total budgeted amount for transformers is \$600,000.</p>			
Attachments (please list):			
*Bid Waiver Form			
Recommendation/Suggested Action (briefly explain):			
Recommendation to waive the formal bid procedure and approve a Resolution authorizing all “spot buying” of cable and transformers on an as-needed basis for FY24/25.			



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

