

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5.W
	Title:	Recommendation to Waive the Formal Bid Procedure and Authorize the Installation of a new Chiller Unit on Century Station	
	Presenter:	AJ Reineking	
Meeting: Government Services Committee		Date: April 26, 2021	
Proposed Cost: \$ TBD		Budgeted Amount: \$ ---	Not Budgeted: <input type="checkbox"/>
<p>Executive Summary <i>(if not budgeted please explain):</i></p> <p>Staff is seeking approval to waive the bid procedure, and to authorize the emergency installation of a new Chiller Unit on Century Station.</p> <p>This chiller unit produces the functional cooling for the building. The unit is 21 years old and recently experienced a catastrophic failure and will need to be replaced.</p> <p>More Information will be available at the meeting.</p>			
<p>Attachments <i>(please list):</i></p> <p>*Bid Waiver Form</p>			
<p>Recommendation/Suggested Action <i>(briefly explain):</i></p> <p>Recommendation to Waive the Formal Bid Procedure and Authorize the Replacement of the Century Station Chiller.</p>			



BID WAIVER One Time Today through 4/30/22

Description: Century Station Chiller Emergency Replacement

Requested Vendor: Low Quote

Requested by: AJ Reineking

Date: 4/26/21

Approvals: Peter Suhr
Department Head

Joan Schouten
Procurement

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 \$ 150,000 est. 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 programing** 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.
- Other: