



**AGENDA ITEM EXECUTIVE SUMMARY**

**Agenda Item number: 6.F**

Title:

Recommendation to Approve a One Year Contract Extension for Street Light Maintenance and LED Upgrade Services with Meade Electric

Presenter:

Paul Hopkins

Meeting: Government Services Committee

Date: March 22, 2021

Proposed Cost: \$ 150,000

Budgeted Amount: \$ 150,000

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

Meade Electric was the low evaluated bid for unit costs for street lighting maintenance and labor costs for installing LED upgrades for FY 19, with increases for 3% in FY 20 and 3 % in FY 21. Meade Electric has been very responsive for both maintenance assignments and LED upgrades when assigned, and Meade Electric has offered a one year extension with a 3% increase for FY 22, which would be beneficial to the City.

**Attachments** *(please list):*

\* Letter of one additional year pricing from Meade Electric dated March 8, 2021 \*Bid Waiver Form

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to award a one year contract extension for FY 22 to Meade Electric for Street Lighting Maintenance and LED Upgrade Services in the amount of \$150,000 contingent on Funding Approval in the FY 21/22 Budget.

# BID WAIVER One Time Today through \_\_\_\_\_



Description: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date: March 22, 2021

Approvals: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
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 \$ \_\_\_\_\_ 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 **warranted 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: \_\_\_\_\_



625 Willowbrook Center Parkway • Willowbrook, IL 60527  
708-588-2500 • 708-588-2501 Fax

March 9, 2021

City of St. Charles  
2 East Main St.  
St. Charles, IL. 60174

Attention: Paul Hopkins – Public Works Manager – Electrical Services

Reference: 2018 /2019 Street Light Maintenance Contract

Subject: Contract Extension (May 1, 2021 – April 30, 2022)

Dear Paul,

This letter is in response to your e-mail dated March 8, 2021 regarding the potential extension of the current street lighting maintenance contract that Meade, Inc. has with the City of St. Charles.

Meade, Inc. is willingly to accept an extension to the streetlight maintenance contract with the City of St. Charles for an additional year (May 1, 2021 – April 30, 2022). Meade requests that a 3% increase be added to the current unit prices which is consistent with previous increases and is the percentage that is referenced in the contract.

Please advise if this request receives the favorable consideration from the City of St. Charles.

We appreciate the opportunity to serve the people of St. Charles.

Sincerely,  
Meade, Inc.

A handwritten signature in black ink that reads "Thomas W. Talbot". The signature is written in a cursive style.

Thomas W. Talbot  
Project Manager

cc: file