



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.a

Title:

Recommendation to Waive the Formal Bid Procedure and Approve the Purchase of Electric SCADA System Upgrade from Open Systems International, Inc.

Presenter:

Tom Bruhl

Meeting: Government Services Committee

Date: April 22, 2019

Proposed Cost: \$58,536

Budgeted Amount: \$60,000

Not Budgeted:

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

The Electric SCADA (Supervisory Control And Data Acquisition) system has enhanced electric operational efficiency since it was deployed in 2008. It is critical to monitoring our system and responding to problems. Microsoft is stopping support functions on the Windows 7 operating system on the servers. It has been four years since our last upgrade. OSI is responsible for the software installation and testing. Additionally, the OSI upgrade includes enhancements to the mobile device functions. The Electric Division has moved toward using the mobile software package for being able to quickly see alarms and system status without having to log onto a City computer.

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

\* Quotation \* Bid Waiver

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

Recommendation to Waive the Formal Bid Procedure and approve a purchase order with Open Systems International, Inc. at a cost of \$58,536.



# QUOTATION

Quote Number: 24051  
Reference: SCMEU2019-Q02

**Quote To:**  
Saint Charles Municipal Electric Utility  
200 Devereaux Way  
St. Charles IL 60174  
USA

**OSI Sales Contact:**  
Name: Aunna Blucker  
Phone: (763) 404-4512  
Email: Aunna.Blucker@osii.com

**Date:**  
1/16/2019  
**Valid Until:**  
3/17/2019

**Attention:**  
Erika Drennan  
(630) 377-4983  
edrennan@stcharlesil.gov

**Quote Description:**  
monarch Software Upgrade

Description	Qty	Unit Cost	Unit	Extended Cost	
<b>Base Quote</b>					
<b>OSI Software</b>					
monarch Software Upgrade License Free-of-Charge with Gold Support	1	0.00	EA	US\$	0.00
<b>OSI Software Subtotal:</b>				<b>US\$</b>	<b>0.00</b>
<b>Project Implementation</b>					
monarch Software Upgrade Implementation At OSI: - Project Management and Coordination - Project Engineering and Design - Test System Setup - Software Installation and Configuration - Database and Display Conversion and Integration - Test System Q/A Testing - Post-Cutover Problem Resolution and Assistance - System Documentation Updates At SCMEU: - Software Integration and Verification - Site Testing - Cutover Preparation - Operator Training - Cutover Assistance Includes 10% Customer Appreciation Discount	1	65,040.00	EA	US\$	65,040.00
<b>Discount:</b>				US\$	-6,504.00
<b>Project Implementation Subtotal:</b>				<b>US\$</b>	<b>58,536.00</b>
<b>Base Quote Subtotal:</b>				<b>US\$</b>	<b>65,040.00</b>
<b>Discount Total:</b>				<b>US\$</b>	<b>-6,504.00</b>
<b>Total:</b>				<b>US\$</b>	<b>58,536.00</b>



# OSI

## QUOTATION

Quote Number: 24051  
Reference: SCMEU2019-Q02

**Customer Address Info:****Bill To:**

St. Charles Municipal Electric Utility  
2 East Main Street  
St. Charles IL 60174  
USA

**Ship To:**

Saint Charles Municipal Electric Utility  
2 East Main Street  
Saint Charles IL 60174  
USA

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**Payment Terms:**

**Net 30 Days**

**Milestone Payment Details:**

25% Upon Quote Acceptance  
25% Upon Test System Setup at OSI  
25% Upon Completion of Test System Q/A Testing  
25% Upon Project Completion

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**Special Terms and Conditions:**

1. SCMEU must have undergone workstation OS upgrades to Windows 10 prior to commencement of this project. If needed, quote can be remade to accommodate a Windows 7 to Windows 10 upgrade.
2. SCMEU will provide all third party hardware, software, licensing, and configuration not specifically mentioned in this quote.
3. If required, SCMEU will handle any custom display and database work, and will test and verify all external links and interfaces.
4. SCMEU will provide high-speed remote access to server and console hardware if needed (VPN, Remote Desktop Connection, etc.). Dial-up modem connections are insufficient.
5. Any hardware supplied by SCMEU is compliant with monarch™.NET minimum requirements as follows:

**Server:**

- Xeon CPU: Dual Quad-Core 2.0GHz and above
- RAM: 16+GB
- OS: Windows Server 2008 R2+ and RedHat Enterprise Linux6+

**Workstation:**

- CPU: Single Quad-Core 2.0GHz and above
- RAM: 8+GB
- OS: Windows 7 64-Bit or Windows 10 64-Bit
- Video Card: Quadro600 or better, OpenGL 4.0



## Standard Terms and Conditions

1. Travel costs are not included in this quote. All travel and associated administrative costs will be billed as incurred.
2. All quoted prices are in US Dollars (\$), unless otherwise noted.
3. OSI will schedule all work upon receipt of the purchase order subject to OSI's resource availability.
4. Unless otherwise stated, Customer shall pay all applicable shipping.
5. Training, if applicable, will be provided at OSI's facility, unless otherwise agreed.
6. Quoted price does not include applicable taxes.
7. Customer shall provide all relevant system information required for the work as needed (i.e. databases, displays, reports, IP addresses, networking information, RTU channel information, etc.) and shall be responsible for all delays caused by Customer's failure to do so in a timely manner.
8. Unless otherwise stated, Customer will have dedicated personnel available to assist OSI in the work.
9. OSI does not guarantee that third-party goods will be available at time of quote acceptance. If third party goods are not available, upon Customer's authorization, OSI will provide suitable replacements and bill any resulting cost differences to the Customer. Failure to timely authorize replacements may result in delays and/or need to re-quote.
10. When applicable, Customers subscribing to Gold or above Support Plans may be entitled to new software version updates without charge. With the exception of Diamond Plan subscribers, the Customer will be responsible to pay for any engineering services required to implement the software upgrades.
11. Unless otherwise agreed and quoted, Customer is responsible for all preparations for OSI's installation of software, hardware or services and any post-installation compatibility testing and compliance issues.
12. Customer will provide adequate environmental and power conditions onsite, unless otherwise stated.
13. Cutover is defined as the quoted functionality being operational with no outstanding critical incidents.
14. Any Quote(s) for system upgrade services require(s) that at the time of actual implementation Customer has a valid premium monarch™ Support plan which includes software upgrade privileges and that the system size or scope does not change dramatically between the issuance of the quote and implementation of the service.
15. Customer Furnished Hardware and Software: Customer shall provide all required third-party equipment and software ("CFE") for the Project except for the OSI-provided equipment identified in this quote. Customer shall be responsible to timely deliver all CFE to OSI in compliance with the mutually agreed upon Project Schedule for integration with the OSI software. Customer shall pay all shipping and insurance costs both to and from OSI and shall be responsible for all CFE warranties.
16. Export Controls:
  - 16.1. Customer represents: It is not a citizen, national, or resident of, and is not under control of, the government of Cuba, Iran, Sudan, Libya, North Korea, Syria, nor any country to which the United States has prohibited export and that it is not listed on the United States Department of Treasury lists of Specially Designated Nationals, Specially Designated Terrorists, and Specially Designated Narcotic Traffickers, nor are you listed on the United States Department of Commerce Table of Denial Orders.
  - 16.2. Customer agrees that it will not export or re-export the Product(s), directly or indirectly, to the above mentioned countries nor to citizens, nationals or residents of those countries nor to any entity so listed on any of the above mentioned lists.
  - 16.3. Customer agrees that it will not use the Product(s) for, and will not allow the Product(s) to be used for the development, design, manufacture or production of nuclear, chemical or biological weapons of mass destruction.
  - 16.4. The requirements of 16.2 and 16.3 above apply to all Product(s) purchased or licensed to Customer from OSI, whether included in this quote or purchased or licensed previously.

Notice: OSI's quote is based upon Customer's acceptance of all applicable Terms and Conditions. Requests for additions to, deletions of, or different Terms and Conditions, may require a revised quote and/or additional costs or schedule delays.

**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:

Open Systems International, Inc.  
4101 Arrowhead Drive  
Medina, MN 55340-9649

For the purchase of: Electric SCADA System Upgrade and Hardware

At a cost not to exceed: \$58,536

Reason for the request to waive the bid procedure: OSI is our current SCADA vendor. There is no other vendor capable of upgrading OSI Software.

Other Quotations Received: None

Date: 4/22/19

Requested by: T. Bruhl

Department Director: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Committee Chairman: \_\_\_\_\_

**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.**