

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.h

Title:

Recommendation to Waive the Formal Bid Procedure and Allow “Spot Buying” of Cable and Transformers on an As-Needed Basis for FY 2019/2020

Presenter:

Michael Shortall

Meeting: Government Services Committee

Date: April 22, 2019

Proposed Cost: \$550,000

Budgeted Amount: \$550,000

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

Staff is asking to waive the bid procedure, and allow Inventory to “spot buy” purchases of cable and transformers for FY 19/20 for inventory stock only. Spot buying allows Inventory 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.

Total budgeted amount for general cable is \$50,000; total budgeted amount for the transformers is \$500,000.

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

\*Bid Waiver Form

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

Recommendation to Waive the Formal Bid Procedure and Allow “Spot Buying” of Cable and Transformers on an As-Needed Basis for FY 2019/2020.

## **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:

Anixter, EESCO, ASK, Border States, Universal Utility Supply, and RESCO

For the purchase of: aluminum & copper cable and transformers for inventory stock

At a cost not to exceed: \$50,000 for cable;\$500,000 for transformers

Reason for the request to waive the bid procedure: Annual spot buying allows us to quote for purchases of specific items as they are needed for inventory stock. We solicit quotes from a list of five (5) vendors/distributors in order to provide an adequate cost comparison.

Other Quotations Received: \_\_\_\_\_  
\_\_\_\_\_

Date: 4/22/19

Requested by: Michael Shortall

Department Director: Peter Suhr

Purchasing Manager: Michael Shortall

**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.**