

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6d

Title:

Recommendation to Waive the Bid Procedure and Approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Allow "Spot Buying" of Cable and Transformers on an As-Needed Basis for FY 2017/18

Presenter:

Julie Herr

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: As Needed

Budgeted Amount: \$

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

We are asking to waive the bid procedure, and allow Purchasing to use quotes to "spot buy" purchases of cable and transformers for FY17/18 for inventory stock only. Spot buying still allows us the competitive comparison of cost. It is our practice to solicit pricing from at least five vendors/distributors allowing for a competitive price comparison.

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

Bid Waiver Form and Resolution

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

Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Allow "Spot Buying" of Cable and Transformers on an As-Needed Basis for FY 2017/18.

## **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: As needed

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

Other Quotations Received:

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Date: 3-22-17

Requested by: Michael Shortall

Department Director: Christopher Minick

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.**

**City of St. Charles, Illinois**  
**Resolution No. \_\_\_\_\_**

**A Resolution Authorizing the Mayor and the City Clerk of the City of  
St. Charles to Allow "Spot Buying" of Cable and Transformers  
on an As-Needed Basis for FY 2017/2018**

**Presented & Passed by the  
City Council on \_\_\_\_\_, 2017**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk, be and the same, are hereby authorized to waive the bid procedure and allow "Spot Buying" of cable & transformers on an as-needed basis for inventory stock for FY 2017/2018.

PRESENTED to the City Council of the City of St. Charles, Illinois,  
this \_\_\_\_\_ day of April, 2017

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of  
April, 2017

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of  
April, 2017

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: