

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6e

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 Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 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 switchgear for FY 17/18 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 Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 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:

Federal Pacific

For the purchase of: Federal Pacific Switchgear for stock

At a cost not to exceed: Varies - dependent on operational needs of Electric Division

Reason for the request to waive the bid procedure: The Electric Division has chosen to use Federal Pacific for their switchgear. Federal Pacific has guaranteed to extend their 2016 pricing through to May 1, 2018.

Other Quotations Received: N/A

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 Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18

**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 accept the Blanket Switchgear quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18.

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: