

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *II

Title:

A Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Waive the Bid Procedure & allow “Spot Buying” of Cable & Transformers on as as-needed basis 2020/2021, to Anixter, EESCO, Universal Utility Supply, & RESCO, respectively.

Presenter:

AJ Reineking

Meeting: City Council

Date: April 27, 2020

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 20/21 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 *Resolution

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 2020/2021.

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, 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: 4/27/20

Requested by: AJ Reineking

Department Director: Peter Suhr

Purchasing Manager: AJ Reineking

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 Waive the Bid Procedure & allow “Spot Buying” of Cable & Transformers on as as-needed basis 2020/2021, to Anixter, EESCO, Universal Utility Supply, & RESCO, respectively.

**Presented & Passed by the
City Council on _____, 2020**

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 & allow “Spot Buying” of Cable & Transformers on as as-needed basis 2020/2021, to Anixter, EESCO, Universal Utility Supply, & RESCO, respectively.

PRESENTED to the City Council of the City of St. Charles, Illinois,
this _____ day of April, 2020

PASSED by the City Council of the City of St. Charles, Illinois this _____ day of
April, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of
April, 2020

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: