



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommend waiving the bid and approval of Annual Doble Engineering Client Agreement

Presenter: Glynn Amburgey

Please check appropriate box:

	Government Operations	X	Government Services 01.23.12
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$25,540	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The use of Doble equipment to test substation equipment is an industry standard. The tests provide diagnostic information on equipment that is in-service that help to identify failures before they happen. The tests are also valuable after an incident to prove equipment is adequate to be put back into service. In addition to City Staff approval of this testing, the insurance adjustor noted on his evaluation that the City should Doble test our major assets. Doble testing of equipment was also a recommendation of the consultant doing our 10-year study. This covers the cost of the equipment, transport cases, test leads and support, including on-site individualized training. To date, the City has performed many Doble tests on substation equipment using this test gear. The Doble equipment is offered as a yearly lease, so this will be a recurring agenda item on an annual basis. The Doble prices have not increased over the last year.

Attachments: *(please list)*

Doble Engineering Company Contract, Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Request waiving the bidding process, and approval of a resolution to authorize the Mayor and City Clerk to execute a contract with Doble Engineering Company to perform Doble Testing Services at a cost of \$25,540.

For office use only:

Agenda Item Number: 4.f

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Approving the Execution of a Contract with Doble
Engineering Company for Doble Testing Services**

**Presented & Passed by the
City Council on**

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 execute a Contract from Doble Engineering Company for Doble Testing Services within the City of St. Charles at a cost not to exceed \$25,540.

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

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

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

Donald P. DeWitte, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

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:

Doble Engineering Company
C/O Lehman Company
799 Roosevelt Road, Building 2, Suite 208
Glen Ellyn, IL 60137

For the purchase of: Doble Test Equipment

At a cost not to exceed: \$25,540

Reason for the request to waive the bid procedure: Unique product. There are no known equivalent alternatives.

Other Quotations Received: None

Date: 12/19/11

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.



Doble Engineering Company

TOGETHER WE POWER THE WORLD

November 21, 2011

St. Charles Municipal Electric Utility
Two East Main Street
St. Charles, IL 60174-1984

Dear Sir or Madam:

RE: Doble Service & Equipment Agreement
December 10, 2008 - Amendment Number 4

The current period of the agreement under which we are providing Engineering Service including the use of Doble test equipment will expire December 9, 2011. We shall be pleased to extend our Agreement for another One year(s) but with an adjustment in our annual rates as follows:

M4000 Insulation Analyzer	\$22,080.00
Doble Test Assistant	\$1,860.00
Trunk, M4300 Transport	\$400.00
TTR (Transformer Turns Ratio) Capacitor	\$360.00
Trunk, M4000	\$340.00
Trunk, M4200 Controller	\$270.00
M4300 Transport	\$230.00

We trust that you have continued to benefit from the use of our test equipment and services, and that it is your intention to extend our Agreement. Accordingly, we submit the following proposal for extension:

i. Amend Paragraph 2(a) of our Agreement to include the following Test Equipment and Contract Price:		
1	M4000 Insulation Analyzer @ \$22,080.00	\$22,080.00
1	Doble Test Assistant @ \$1,860.00	\$1,860.00
1	Trunk, M4300 Transport @ \$400.00	\$400.00
1	TTR (Transformer Turns Ratio) Capacitor @ \$360.00	\$360.00
1	Trunk, M4000 @ \$340.00	\$340.00
1	Trunk, M4200 Controller @ \$270.00	\$270.00
1	M4300 Transport @ \$230.00	\$230.00
	Annual Contract Price	<u>\$25,540.00</u>

Payable: Annually in Advance
All rates are FOB Watertown, MA

All other provisions and conditions of the Agreement remain unchanged.



We hope that you will find our proposal acceptable. If so, please sign the form of confirmation and acceptance below, and return one executed copy to us. For faster processing please fax your Purchase Order and the signed Amendment back to us at 617 926-0528 (Attention: Contracts Department) and send originals by mail. The second original may be retained for your files.

A purchase order should be issued for record and billing purposes; the 'Bill to' address should be clearly noted on the order. To avoid any conflict between the printed conditions of your purchase order form and our Agreement, we request that the following wording be included in your order;

This order is issued for billing and record purposes only, and is not intended to affect the terms, provisions and conditions of the Doble Service and Equipment Agreement dated December 10, 2008 as extended and amended.

Please indicate on your purchase order whether your organization is taxable or non-taxable. If you are non-taxable, please furnish us your tax-exempt certificate.

We will appreciate your kind consideration of this revision, and we look forward to being of continued service to your organization.

Sincerely yours,
Doble Engineering Company

Sean FWJ Fowler, Esq.
Contracts Department

In duplicate; Confirmed and Accepted:
St. Charles Municipal Electric Utility

A Purchase Order is ___ / is not ___ required for billing.
Please attach applicable documentation.

By: _____
(Signature)

(Print or Type Name)

(Title)

(Date)

Purchase Order/Contract
No. _____

Billing
Instructions: _____
