



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

Title: Waive the Bid Procedure and Purchase 2012 Escape

Presenter: Julie Herr

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	City Council (2/21/12)
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost: \$23,003      Budgeted: YES    X    NO

If NO, please explain how item will be funded:

**Executive Summary:**

We are requesting the purchase of a 2012 Escape-XLT package. Funds are available in FY11/12, contingent upon approval of the budget. This replacement vehicle is for one (1) that is down, due to mechanical problems.

This was approved by the Vehicle Committee. We solicited two (2) quotes from local vendors, and Zimmerman Ford came in with a low quote, with no alternative State contract bid or suburban purchasing cooperative bid.

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

Bid Waiver form

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

Recommend waiving the bid procedure and ask for approval to purchase a 2012 Escape-XLT package from Zimmerman Ford for \$23,003.

*For office use only:*      Agenda Item Number: IB

**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:

Zimmerman Ford, Inc.  
2525 E. Main St.  
St. Charles, IL 60174

For the purchase of: 2012 Escape—XLT Package

At a cost not to exceed: \$23,003

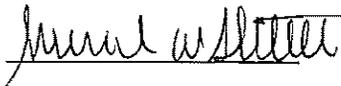
Reason for the request to waive the bid procedure: We solicited two (2) quotes from local vendors, with no alternative State contract bid or suburban purchasing cooperative bid.

Other Quotations Received: None

Date: Feb. 16, 2012

Requested by: Mike Shortall 

Department Director: \_\_\_\_\_

Purchasing Manager: Mike 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.**