



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Approval to Issue an Open Purchase Order with Zimmerman Ford for Non-Stocked Automotive Parts

Presenter: Peter Suhr

*Please check appropriate box:*

|                          |                        |                                     |                                |
|--------------------------|------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | Government Operations  | <input checked="" type="checkbox"/> | Government Services 06.25.2012 |
| <input type="checkbox"/> | Planning & Development | <input type="checkbox"/>            | City Council                   |
| <input type="checkbox"/> | Public Hearing         | <input type="checkbox"/>            |                                |

Estimated Cost: \$40,000      Budgeted: YES  NO

If NO, please explain how item will be funded:

### Executive Summary:

We are asking for approval to issue an open/blanket purchase order with our local Ford dealer, Zimmerman Ford, for non-stocked genuine Ford automotive parts for vehicle maintenance. We have purchased these parts from Zimmerman Ford for years but on separate purchase orders. All parts would be purchased on an as needed basis to repair our Ford fleet vehicles (cars, SUV's and light duty trucks). We are estimating the overall cost of automotive parts from Zimmerman Ford to be about \$40,000, with the unit costs of the parts varying depending on the part itself. (Filters, miniature bulbs, most brake parts, batteries, etc. are stocked in Inventory Control; repair parts ordered from Zimmerman Ford on the proposed open purchase order are only genuine Ford parts not already stocked.)

### Attachments: *(please list)*

Bid Waiver

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

Recommend waiving the formal bid process and approval to issue an open purchase order with Zimmerman Ford in an amount not to exceed \$40,000.

*For office use only:*

*Agenda Item Number: 5.j*

**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 Street  
St. Charles, IL 60174

For the purchase of: Genuine Ford Automotive Parts

At a cost of: \$ 40,000

Reason for the request to waive the bid procedure: Zimmerman Ford is a local automotive dealer and shop that has been providing parts and services to the City of St. Charles for many years. Zimmerman has always provided excellent service and provides us with non-stock Genuine Ford Parts at the most competitive rates. Their close proximity to our Fleet Department allows for quick and easy parts pick-up and service to the various Ford Trucks we own.

Other Quotations Received: None

Date: 6/25/2012

Requested by: \_\_\_\_\_

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.**