



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Approval to Issue an Open Purchase Order to Poms Tire Service, Inc. for Non-Stocked Automotive Parts
--------	--

Presenter:	Peter Suhr
------------	------------

*Please check appropriate box:*

	Government Operations	X	Government Services 02.25.2013
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$35,000	Budgeted:	YES	X	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 tire supplier, Poms Tire Service, for non-stocked automotive tires for vehicle maintenance. We have purchased tires from Poms for years but on separate purchase orders. All tires would be purchased on an as needed basis to repair our fleet vehicles (cars, SUV's, light duty trucks and heavy duty trucks). We are estimating the overall cost of automotive parts from Poms Tires to be about \$35,000, with the unit costs of the tires varying depending on the vehicle. Poms provides tires at a cost equal to a competitive state bid.

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

Bid Waiver

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

Staff recommends approval to issue an open purchase order to Poms Tire Service, Inc.

*For office use only:*

*Agenda Item Number: 7.c*

**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:

Pomps Tire Service, Inc.  
PO Box 1630  
Green Bay, WI 54305

For the purchase of: Pomps Automotive Tires

At a cost of: \$ 35,000

Reason for the request to waive the bid procedure: Pomps Tire Service is a local (Elgin) automotive dealer and supplier that have been providing tires to the City of St. Charles for many years. Pomps have always provided excellent service and provide us with non-stock tires at the most competitive rates, which are government bid prices.

Other Quotations Received: None

Date: 02/25/2013

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.**