



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure and allow spot buying of transformers on an as needed basis.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)		Government Services
<input type="checkbox"/>	Planning & Development		City Council

Estimated Cost:	Unknown, As Needed	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

We are asking to waive the bid procedure, and allow us to use a quote to “spot buy” purchases of transformers for this Fiscal Year. Annually, we have a minimal quantity purchased, and spot buying still allows us the competitive comparison of cost.

Attachments: (please list)

Bid Waiver Form

Recommendation/Suggested Action (briefly explain):

Recommendation to waive the bid procedure and allow spot buying of transformers on an as needed basis.

For office use only:

Agenda Item Number: 4g

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:

HD Supply, WESCO, Border States, Universal Utility Supply,
RESCO
(These are the transformer distributors.)

For the purchase of: to spot buy Transformers _____.

At a cost not to exceed: Unknown, as needed.

Reason for the request to waive the bid procedure: We annually have a small
average of purchases, and spot buy allows us to still quote for purchases for
brand-specific units. Through quotes, we are able to compare cost.

Other Quotations Received: Quotes to be received at the time of purchase.

Date: 3-8-13

Requested by: Michael Shortall

Department Director: _____

Purchasing Manager: Michael 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.