



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Waive the Formal Bid Process and Approval to Issue an Open Purchase Order with Poms Tire Service, Inc. for Non-Stocked Automotive Parts

Presenter: Peter Suhr

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 06.24.13
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$35,000	Budgeted:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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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):

Recommendation to waive the formal bid process and approval to issue an Open Purchase Order with Poms Tire Service, Inc. for non-stocked automotive parts.

For office use only:

Agenda Item Number: 4.e

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: 06/24/2013

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.