



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Waive the Bid Procedure and Allow "Spot Buying" of Transformers and Switchgear on an as needed basis for FY2014/15

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (3/17/14)		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 and switchgear for the FY2014/15. We will spot buy and seek quotes from at least (5) suppliers picking the lowest overall price including the transformer loss evaluation.

Bids were received from HD Utility, Border States, Wesco, UUSCO, and Power One.

Attachments: *(please list)*

Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure and allow "Spot Buying" of transformers and switchgear on an as needed basis for FY2014/15.

For office use only:

Agenda Item Number: 5a

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 Utility, Border States, Wesco, UUSCO, Power One, and added vendors to the list.

For the purchase of:

Transformers and Switchgear

At a cost not to exceed:

Spot buy cost as needed

Reason for the request to waive the bid procedure:

To allow the Purchasing Manager to spot buy Transformers and Switchgear on an as needed basis for the fiscal year 2014/15.

Other Quotations Received:

We will spot buy and seek quotes from at least (5) suppliers picking the lowest overall price including the transformer loss evaluation.

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

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.

ReqforWaivBid Switchgr