

 ST. CHARLES <small>S I N C E 1 8 3 4</small>	AGENDA ITEM EXECUTIVE SUMMARY							
	Title:	Recommendation to Approve Annual Doble Engineering Client Agreement						
	Presenter:	Tom Bruhl						
<i>Please check appropriate box:</i>								
	Government Operations		X	Government Services 05.27.14				
	Planning & Development			City Council				
	Public Hearing							
Estimated Cost:	\$27,090	Budgeted:	YES	X	NO			
If NO, please explain how item will be funded:								
Executive Summary:								
<p>The use of Doble equipment to test substation equipment is an industry standard. The tests provide diagnostic information on equipment that is in-service that helps to identify failures before they happen. The tests are also valuable after an incident to prove equipment is adequate to be put back into service. In addition to city staff approval of this testing, an insurance adjustor noted on his evaluation that the city should Doble test our major assets. Doble testing of equipment was also a recommendation of the consultant doing our 10-year study. The agreement covers the cost of the equipment, transport cases, test leads, and support, including on-site individualized training. Since 2008, the city has performed many Doble tests on substation equipment using this test gear. The equipment identified the pending failure of two substation transformers prior to their ultimate demise, which saved the city from experiencing catastrophic failures and major outages. The Doble equipment is offered as a yearly lease, so this is a recurring item in our budget and will be a recurring agenda item on an annual basis.</p>								
Attachments: <i>(please list)</i>								
Doble Engineering Company Contract, Bid Waiver, Photo of Equipment in Use								
Recommendation / Suggested Action <i>(briefly explain):</i>								
<p>Recommendation to waive the formal bid procedure and approval of a resolution to authorize the Mayor and City Clerk to execute a contract with Doble Engineering Company to perform Doble Testing Services at a cost of \$27,090.</p>								
<i>For office use only:</i>		<i>Agenda Item Number: 5.h</i>						



Contract No. 3927

Doble Engineering Company

TOGETHER WE POWER THE WORLD

April 18, 2014

St. Charles Municipal Electric Utility

Two East Main Street
St. Charles, IL 60174-1984

Dear Sir or Madam:

RE: Doble Service & Equipment Agreement December 10, 2008 - Amendment Number 7

The current period of the agreement under which we are providing Engineering Service including the use of Doble test equipment will expire June 9, 2014. We shall be pleased to extend our Agreement for another One year(s) but with an adjustment in our annual rates as follows:

M4100 Insulation Analyzer with M4200 Controller	\$23,220.00
Doble Test Assistant	\$2,150.00
Trunk, M4300 Transport	\$420.00
TTR (Transformer Turns Ratio) Capacitor	\$380.00
Trunk, M4000	\$340.00
Trunk, M4200 Controller	\$330.00
M4300 Transport	\$250.00

We trust that you have continued to benefit from the use of our test equipment and services, and that it is your intention to extend our Agreement. Accordingly, we submit the following proposal for extension:

i. Amend Paragraph 2(a) of our Agreement to include the following Test Equipment and Contract Price:

1	M4100 Insulation Analyzer with M4200 Controller @ \$23,220.00	\$23,220.00
1	Doble Test Assistant @ \$2,150.00	\$2,150.00
1	Trunk, M4300 Transport @ \$420.00	\$420.00
1	TTR (Transformer Turns Ratio) Capacitor @ \$380.00	\$380.00
1	Trunk, M4000 @ \$340.00	\$340.00
1	Trunk, M4200 Controller @ \$330.00	\$330.00
1	M4300 Transport @ \$250.00	\$250.00

Annual Contract Price

\$27,090.00

Payable: Annually in Advance

All rates are FOB Watertown, MA

All other provisions and conditions of the Agreement remain unchanged.



Contract No. 3927

We hope that you will find our proposal acceptable. If so, please sign the form of confirmation and acceptance below, and return one executed copy to us. For faster processing please fax your Purchase Order and the signed Amendment back to us at 617 926-0528 (Attention: Contracts Department) and send originals by mail. The second original may be retained for your files.

A purchase order should be issued for record and billing purposes; the 'Bill to' address should be clearly noted on the order. To avoid any conflict between the printed conditions of your purchase order form and our Agreement, we request that the following wording be included in your order;

This order is issued for billing and record purposes only, and is not intended to affect the terms, provisions and conditions of the Doble Service and Equipment Agreement dated December 10, 2008 as extended and amended.

Please indicate on your purchase order whether your organization is taxable or non-taxable. If you are non-taxable, please furnish us your tax-exempt certificate.

We will appreciate your kind consideration of this revision, and we look forward to being of continued service to your organization.

Sincerely yours,
Doble Engineering Company

Sean FWJ Fowler, Esq.
Contracts Department

In duplicate; Confirmed and Accepted:

St. Charles Municipal Electric Utility

A Purchase Order is___ / is not___ required for billing.

Please attach applicable documentation.

By: _____
(Signature)

(Print or Type Name)

(Title)

(Date)

**Purchase Order/Contract
No.** _____

**Billing
Instructions:** _____

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:

Doble Engineering Company
C/O Lehman Company
799 Roosevelt Road, Building 2, Suite 208
Glen Ellyn, IL 60137

For the purchase of: Doble Test Equipment

At a cost not to exceed: \$27,090

Reason for the request to waive the bid procedure: Unique product. There are no known equivalent alternatives.

Other Quotations Received: None

Date: 05/27/14

Requested by: T. Bruhl

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.

