



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Approve Purchase Order with Utility Financial Solutions, LLC for Communication System Rate Study
Presenter:	Tom Bruhl

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 09.22.14
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$27,917	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The Communication Utility is an enterprise fund with revenues from City departments, D303, and Kane County, to offset a FY 14/15 budget that exceeds \$500,000. The Communication Utility is approximately 10 years old and has never had a Cost of Service and Rate Study to determine how the expenses of the utility should be allocated to different entities. Additionally, we have two new entities who want to join the Communication Utility; Tri-Com and St. Charles Public Library.

The study will recommend a standardized structure related to bringing new entities onto the system. The Intergovernmental Agreement under which we are providing services to D303 expired in 2011. There have been changes over the years with respect to the services we provide, their rates have been frozen for about three years, and there are additional changes/enhancements that they would like to make.

Attachments: (please list)

Quote Tabulation, Bid Waiver

Recommendation / Suggested Action (briefly explain):

Recommendation to waive the formal bid procedure and approve a purchase order in the amount of \$27,917 with Utility Financial Solutions, LLC for a Communication System Rate Study.

For office use only:	Agenda Item Number: 5.d
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Consultant	Met RFQ Requirements	Base Cost	Cost for Additional On-Site Presentation	Total Cost
Utility Financial Solutions	Yes	\$ 25,417.00	\$ 2,500.00	\$ 27,917.00
NI Solutions	Yes	\$ 48,300.00	\$ 1,500.00	\$ 49,800.00
Power Systems Engineering	Yes	\$ 37,565.00	\$ 1,500.00	\$ 39,065.00

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:

Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI 49242

For the purchase of: Communication Consultant Services Related to Rate Study

At a cost not to exceed: \$27,917

Reason for the request to waive the bid procedure: Highly specialized service. Used RFP process, contacted four qualified consultants, received three quotations.

Other Quotations Received: Two (Power Systems Engineering and NI Solutions)

Date: 09/22/14

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.