



**ST. CHARLES**  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

**Title:** Recommendation to Waive the Bid Procedure and Allow “Spot Buying” of Cable on as as-needed basis Pending Approval of FY15/16 Budget

**Presenter:** Mike Shortall

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (3/16/15)		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 requesting to waive the bid procedure and allow Purchasing to use a competitive quote to “spot buy” purchases of cable for Fiscal Year 2015/2016 on an as-needed basis. 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 cable on as as-needed basis pending approval of FY15/16 budget.

*For office use only:*

*Agenda Item Number: 4b*

**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, EESCO/WESCO, ASK, Universal Utility Supply,  
RESCO  
\_\_\_\_\_

For the purchase of: aluminum & copper cable  
\_\_\_\_\_:

At a cost not to exceed: \_\_ Unknown, as Needed \_\_\_\_\_.

Reason for the request to waive the bid procedure: To allow the Purchasing department to Spot buy cable from listed vendors. All quoted prices are based on metals' escalation invoiced at time of shipment. \_\_\_\_\_

Other Quotations Received: \_\_\_\_\_  
\_\_\_\_\_

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.**