



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and approve a Purchase Order with Rush Truck/Chicago International for Non-Stocked Heavy Duty Vehicle Parts and Repairs
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 9.28.2015
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$40,000	Budgeted:	YES	X	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 local International dealer, Rush Truck, for non-stocked genuine International heavy duty trucks parts for vehicle maintenance and repairs. All parts would be purchased on an as needed basis to repair our International fleet and for select vehicle repairs and diagnostic troubleshooting. We are estimating the overall cost of parts and repairs from Rush Truck to be about \$40,000, with the unit costs of the parts varying depending on the part itself.

Attachments: *(please list)*

* Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive the formal bid procedure and approve an open purchase order with Rush Truck/Chicago International for Non-Stocked Heavy Duty Vehicle Parts and Repairs.

<i>For office use only:</i>	<i>Agenda Item Number: 4.a</i>
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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:

Rush Truck/Chicago International.
575 St. Paul Blvd.
Carol Stream, IL 60188

For the purchase of: Genuine International Truck Parts & Repairs

At a cost of: \$ 40,000

Reason for the request to waive the bid procedure: Rush Truck is a local heavy duty truck dealer and shop that has been providing parts and services to the City of St. Charles for many years. Rush Truck has always provided excellent service and provides us with non-stock Genuine International Parts at the most competitive rates. Their close proximity to our Fleet Department allows for quick and easy parts pick-up and service to the various International Trucks we own.

Other Quotations Received: None

Date: 9/28/2015

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.