



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Purchase Order with Zimmerman Ford for Non-Stocked Automotive Parts and Vehicle Repairs
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Presenter:	AJ Reineking
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*Please check appropriate box:*

	Government Operations	X	Government Services 11.23.2015
	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 Ford dealer, Zimmerman Ford, for non-stocked genuine Ford automotive parts for vehicle maintenance. All parts would be purchased on an as needed basis to repair our Ford fleet vehicles (cars, SUV's and light duty trucks). We also utilize Zimmerman Ford for select vehicle repairs and diagnostic troubleshooting. We are estimating the overall cost of automotive parts and repairs from Zimmerman Ford 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 Zimmerman Ford.

*For office use only:*

*Agenda Item Number: 4.f*

**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:

Zimmerman Ford, Inc.  
2525 E. Main Street  
St. Charles, IL 60174

For the purchase of: Genuine Ford Automotive Parts & Repair Services

At a cost of: \$ 40,000

Reason for the request to waive the bid procedure: Zimmerman Ford is a local automotive dealer and shop that has been providing parts and services to the City of St. Charles for many years. Zimmerman has always provided excellent service and provides us with non-stock Genuine Ford Parts in a timely manner and 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 Ford vehicles that the City owns.

Other Quotations Received: None

Date: 11/23/2015

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.**