



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

Title: Waive the Bid Procedure to "Spot Buy" Transformers-2011/12

Presenter: Ross Wiegert

*Please check appropriate box:*

Government Operations (3/7/11)  Government Services

Planning & Development  City Council

Estimated Cost: Unknown, As Needed Budgeted: YES  NO

If NO, please explain how item will be funded:

**Executive Summary:**

Due to the small quantity of transformers needed, we are asking to waive the bid procedure, allowing us to "spot buy" transformers when needed. All of our distributors have our specifications along with quoted losses (operating costs), allowing us our "measuring stick" to compare cost and overall value (as we do on our blanket bids).

**Attachments: (please list)**

**Bid Waiver Form**

**Recommendation/Suggested Action (briefly explain):**

**Waive the bid procedure and allow spot buying of transformers on as as-needed basis.**

*For office use only:*

*Agenda Item Number:* #5

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:

RESCO; HD SUPPLY UTILITIES; WESCO; BORDER STATES ELECTRIC SUPPLY; UNIVERSAL UTILITY SUPPLY; MC SALES - OUR TRANSFORMER DISTRIBUTORS

For the purchase of: SPOT BUYING TRANSFORMERS

At a cost not to exceed: UNKNOWN; AS NEEDED BY OUR ELECTRIC UTILITY

Reason for the request to waive the bid procedure: WE HAVE AVERAGED PURCHASING ONLY 4-5 TRANSFORMERS ANNUALLY FOR 3 YEARS, HARDLY MAKING IT WORTHWHILE TO PROCESS OUR PLANNED BID DOCUMENTS (FOR BOTH US AND OUR DISTRIBUTORS)

Other Quotations Received: QUOTES WILL BE RECEIVED WHEN WE SOLICIT PRICING ON AN AS NEEDED BASIS.

Date: 2/3/11

Requested by: Ray Wigal

Department Director: \_\_\_\_\_

Purchasing Manager: Ray Wigal

**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.**