



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Approval to Issue an Open Purchase Order with Zimmerman Ford for Non-Stocked Automotive Parts

Presenter: Peter Suhr

Please check appropriate box:

| | | | |
|-------------------------------------|------------------------|---|--------------------------------|
| <input checked="" type="checkbox"/> | Government Operations | X | Government Services 06.27.2011 |
| <input type="checkbox"/> | Planning & Development | | City Council |
| <input type="checkbox"/> | Public Hearing | | |

| | | | | | | |
|-----------------|--|-----------|-----|-------------------------------------|----|--|
| Estimated Cost: | | Budgeted: | YES | <input checked="" type="checkbox"/> | NO | |
|-----------------|--|-----------|-----|-------------------------------------|----|--|

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. We have purchased these parts from Zimmerman Ford for years but on separate purchase orders. All parts would be purchased on an as needed basis to repair our Ford fleet vehicles (cars, SUV's and light duty trucks). We are estimating the overall cost of automotive parts from Zimmerman Ford to be about \$40,000, with the unit costs of the parts varying depending on the part itself. (Filters, miniature bulbs, most brake parts, batteries, etc. are stocked in Inventory Control; repair parts ordered from Zimmerman Ford on the proposed open purchase order are only genuine Ford parts not already stocked.)

Attachments: *(please list)*

Bid Waiver

Recommendation / Suggested Action *(briefly explain):*

- 1) Request to waive bid
- 2) Staff recommends approval to issue an open purchase order with Zimmerman Ford in an amount not to exceed \$40,000

For office use only:

Agenda Item Number: 4.c

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

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 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 Trucks we own.

Other Quotations Received: None

Date: 6/27/2011

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.