

Department of Public Works

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June 23, 2017

Alderman Terry McCarthy, Chairman
Public Works and Services Committee

RE: Waiving of Formal Bidding for the Purchase of Boiler Feed Package

Alderman McCarthy:

The City is currently bidding out a project for the Central Heating Plant – Boiler Feed Package Replacement. The boilers at the Central Heating Plant provide heat for the Safety Building and City Hall. The existing feed tank is the original unit from the 1960's when the Safety Building was built and does need to be replaced prior to this winter season. A feed tank essentially retains hot water for the boilers to expedite the service to the high efficiency heating units.

The initial intent was for this Feed Package to be provided by the contractor performing the installation, but it appears these units now have an 8 – 10 week delivery period. Since the Feed Package Replacement contract won't be awarded until early August, this could mean a late October delivery date by the contractor which could result in no heat at these facilities.

Typically on a purchase exceeding \$25,000, the Purchasing Agent needs to formally advertise and receive bids for the purchase. In order to expedite the acquirement of this Feed Package, I would request that the Purchasing Agent be authorized and directed to waive formal bidding procedures on this unit, obtain quotes from 3 potential suppliers and to award the contract to the lowest responsive bidder.

The estimated cost of this product is \$35,000.00 with funding to defray the cost of this purchase available in Account 45040 57200, DPW Building Improvements.

Thank you for your consideration.

Very Truly Yours,

A handwritten signature in black ink that reads "Thomas M. Eeg".

Thomas M. Eeg, P.E.
Assistant Commissioner of Public Works

cc: Mark Yehlen
Kathy Kasper
Bill Miller