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**VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals**

TO : President and Village Board of Trustees

FROM : David A. Hulseberg, Village Manager

DATE : March 27, 2013 Agenda Date April 4, 2013

TITLE : Fairview LS Pump #2 Purchase - Bid Waiver

SUBMITTED BY: Angela M. Podesta, Utilities Superintendent *AMP*

RESULTS:

Date Bids Were Published _____ Bidding Closed _____

Total Number of Bids Received _____

Total Number of Bidders Meeting Specifications _____

Bid Security Required _____ Yes _____ No

Performance Bond Required _____ Yes _____ No

Were Any Bids Withdrawn _____ Yes _____ No

Explanation:

Waiver of Bids Requested? _____ X Yes _____ No

If yes, explain:

Award Recommended to Lowest _____ Yes _____ No

Responsible Bidder?

If no, explain: Purchase from manufacturer's authorized distributor.

FISCAL IMPACT:

Engineer's estimate/budget estimate \$28,812.60

Amount of Award \$28,812.60

BACKGROUND/RECOMMENDATION:

Waive bids for purchasing a Yeomans 9100 6" submersible pump for Fairview Lift Station, in an amount not to exceed \$28,812.60, from Gasvoda & Associates, Calumet City, IL, who is the manufacturer's authorized distributor.

Has Recommended Bidder Worked for Village Previously X Yes No

If yes, was quality of work acceptable X Yes No

Was item bid in accordance with Public Act 85-1295? Yes X No

Waiver of bids - Public Act 85-1295 does not apply X Yes

REVIEW (as needed):

Village Attorney XX _____ Date _____

Finance Director XX _____ Date _____

Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.

MEMORANDUM



To: David A. Hulseberg, Village Manager
From: Angela M. Podesta, Utilities Superintendent *AMP*
Through: Carl S. Goldsmith, Director of Public Works *cy*
Date: March 26, 2013
Subject: Waiver of Bids - Gasvoda & Associates, Inc.
Fairview Lift Station Pump #2 Replacement

Background

The Fairview Lift Station was reconstructed in 1993. Yeomans pumps were installed at the time. Staff became aware of a problem with Pump #2 when it tripped the circuit breaker and would not allow it to be reset, as if the pump had shorted out. The pump was sent to Gasvoda & Associates, Inc. (GAI) of Calumet City, IL, the local manufacturer's authorized distributor and repair facility, for inspection. GAI determined that the pump is beyond reasonable repair and should be replaced.

The cost for a new pump is quoted at \$25,806.00, without installation. The cost for the removal and inspection of the existing pump is \$1,606.60 and the cost for installation of the new pump is estimated to be \$1,400.00. Funds for lift station repairs are budgeted in the Water and Sewer Capital Reserve Fund under Lift Station Maintenance for FY2013.

The station can operate under normal conditions with the two existing pumps and staff will have access to a rental pump should additional failures occur prior to the new pump being installed. Staff requested that the pump be ordered under the Village emergency purchasing procedures to get the pump ordered as expeditiously as possible. The anticipated delivery time for the pump is 8-10 weeks. Staff would like to have the pump installed prior to spring rains and therefore are seeking to purchase this item through the emergency purchasing policy (attached).

Recommendations

Therefore, staff is recommending replacing Pump #2 with a new Yeomans pump for a cost of \$25,806.00 along with the associated removal and inspection of the existing pump and installation of the new pump for a total of \$28,812.60. Please present this request for a waiver of bids for the purchase and installation of a new Yeomans Series 9100 Model 6153 6" submersible pump for the Fairview Lift Station from Gasvoda & Associates, Calumet City, IL, in an amount not to exceed \$28,812.60 for approval by the Board of Trustees at their April 4, 2013 meeting.

These items shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$20,000 shall be presented to the Village Board prior to acquisition with a request to waive bids, approve the purchase and enter into a formal contract.

D. Emergency Purchases Policy

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Village Manager or his/her designee may authorize a vendor to perform work necessary to resolve such emergency without formal bid solicitation. Documentation of the emergency and the need for immediate action shall be presented to the Village Board in a reasonable period of time following resolution of the crisis.

An emergency purchase order can be issued authorizing a vendor to perform any and all work necessary only if the public health and safety could be affected. If the purchase exceeds \$20,000, documentation shall be presented to the Village Manager prior to such authorization. The following procedures shall be followed in the event an emergency purchase order is needed:

The Department Head requesting the emergency purchase order shall contact the Assistant Finance Director or his/her designee in order to have the purchase order issued. The Assistant Finance Director or his/her designee will then issue an emergency purchase order to the vendor. After the emergency has been resolved, the department shall enter a requisition in the HTE system for the goods purchased. Using the requisition comments option, the department shall explain the need for the emergency purchase order and reference the purchase order number that was issued to the vendor.

The Assistant Finance Director or his/her designee will then add the requisition to the emergency purchase order.

E. Competitive Bidding Exemption

During the course of a fiscal year, the Village Manager, at his or her discretion, may approve multiple purchases which exceed \$20,000 in aggregate but are less than \$20,000 individually. In these cases, it is not necessary for the Village Board to approve a waiver of bids, however; each purchase shall still be subject to the requirements of Chapter 3, Section A of this manual concerning quote solicitation for purchases under \$20,000.

The intent of this subsection is not to encourage the circumvention of the bidding requirements. Whenever practical, Village staff is encouraged to rely upon the competitive bidding process. The competitive bidding exemption provided by this section is intended to address situations in which a competitive bidding requirement is not necessarily practical and can be eliminated without jeopardizing the Village's ability to obtain a low and competitive price from qualified and responsible contractors or vendors.