



# CITY OF LODI

# COUNCIL COMMUNICATION

AGENDA TITLE: Authorize advertisement for bids for polemount and padmount transformers for Fiscal Years 2003-2005

MEETING DATE: May 21, 2003

PREPARED BY: Electric Utility Director

RECOMMENDED ACTION: That the City Council authorize the Electric Utility Department and Finance Department's Purchasing Division to advertise for bids as necessary to meet the Electric Utility Department's requirements for polemount and padmount transformers through the Fiscal Year ending June 30, 2005.

BACKGROUND INFORMATION: On May 19, 1999, the City Council authorized staff to advertise for and receive bids for polemount and padmount transformers as needed during the fiscal years 1999-2001. Council provided similar authorization on June 6, 2001 for the fiscal years 2001-2003.

This action has allowed staff to advertise for bids as requirements became known, and to receive and evaluate bids without periodically seeking City Council approval to do so. Staff has then brought to Council the recommendations to award based on evaluated life-cycle costs as determined from each bid received.

The City Council's 1999 authorization also provided for "fast-track" guidelines, allowing staff to award only those transformers needed for a particular "fast-track" project and, at the next regularly scheduled City Council meeting, report to the Council the award and the basis for the award. (Since the 1999 authorization, no "fast-track" awards have been necessary).

It is the recommendation of the Electric Utility Department and the Finance Department's Purchasing Division to continue this procedure through the next two fiscal years. Under this procedure, the City Council would authorize advertisement for bids one time, will allow equipment specifications to be current with industry standards, will retain the authority to award each bid as it is received and evaluated, and will have the opportunity to review any necessary "fast-track" action taken by the Department, at the next regularly scheduled Council meeting following the action.

FUNDING: Electric Utility Department's Operating Plan and Budget  
FY 2003-2005

  
Alan N. Vallow, Electric Utility Director

Prepared by Joel Harris, Purchasing Officer  
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APPROVED:   
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