



TO THE HONORABLE CHAIRMAN AND TRUSTEES

REPORT TO: STILLWATER UTILITIES AUTHORITY

No. SUA-16-02

ISSUED BY THE GENERAL MANAGER - STILLWATER, OKLAHOMA

Date of Meeting: January 4, 2016

Subject: Bid Recommendation: Industrial Substation Relaying Panels - SUA Bid #08-15/16

Background: On December 15, 2014, the Trustees authorized staff to execute an amendment to the professional services agreement with Burns & McDonnell (BMcD) for the electric Power Generation Station (PGS) project to perform engineering design services for the expansion of the transmission side of Industrial Substation. Since then, staff has been working with BMcD to engineer and design the expansion and is working to acquire the equipment associated with the project. The relaying panels consist of control, protection and communication devices for the new 69,000 volt bays.

Discussion: Specifications and bid documents were prepared by the project engineer Burns and McDonnell (BMcD) and staff. Bid solicitations were advertised in accordance with the City’s purchasing manual and bid specifications were sent to perspective bidders on October 28, 2015. On November 16, 2015, one bid was received and opened. The bid was then evaluated by BMcD and staff.

Manufacturer	Bid Price (\$)
Electrical Power Products Inc.	76,794

Electrical Power Products Inc. submitted the lowest, and only, bid for the Industrial Substation relaying panels package as specified in the bid documents.

Budget Impact: This item requires no new appropriation or budget amendment and will not affect year-end projected balances. Funding is available in the Industrial Substation expansion project fund established in the electric Rate Stabilization Fund (RSF).

Alternatives:

1. Award the bid for the Industrial Substation Relaying Panels to Electrical Power Products Inc.
2. Reject the bid from Electrical Power Products Inc. and direct staff to repeat the bidding process.

Recommendation: It is recommended that the Trustees award the bid for the Industrial Substation Relaying Panels to Electrical Power Products Inc. in the amount of \$76,794, authorize expenditures from the RSF Industrial substation expansion project fund up to \$80,664 (includes a 5% contingency), and authorize staff to enter into a purchase agreement subject to satisfactory negotiation of the terms and conditions of the purchase.

Prepared by: Loren Smith, Electric G & T Manager
 Kyle Muret, Electric Chief Engineer

Reviewed by City Manager’s Office: Dan Blankenship, SUA Director

Date of Preparation: December 15, 2015

Submitted by:

Norman McNickle
Interim General Manager