



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Council Meeting **MEETING DATE:** December 8, 2020
FROM: Mike Null, Assistant City Manager
SUBJECT: Council approval to purchase a dual voltage, 2,000 kVA, 480/277 volt transformer for spare stock from Gresco in the amount of \$26,800. *Mike Null*

BACKGROUND

The City has several 1,000, 1,500 and 2,000 kVA transformers throughout the distribution system and currently does not have any spares for replacement with the exception of one (1) 13 kV, 1,000 kVA. The purchase of this transformer will give the City a spare transformer to use as a replacement for any of these sized transformers on either the 13kV or 23kV circuits. Staff solicited quotes from three (3) companies. Gresco and Weg responded. Anixter did not provide a quote. Gresco submitted the lowest quote at \$26,800.00. Since this amount is over \$25,000, Council approval is required for the purchase.

Additionally, staff is requesting the Council waive the formal bid process for this item and it would add significantly more time to the quote process and would likely result in a higher overall price. This exception is allowed in Chapter 5 of the City's Purchasing Policies and Procedures Manual adopted by Council in 2019.

FISCAL IMPACT

This will be purchased as part of the Electric Department inventory budget.

RECOMMENDATION

Approve the purchase of a dual voltage, 2,000 kVA, 480/277 volt transformer for spare stock from Gresco in the amount of \$26,800.