



Meeting Date: June 27, 2024 **Agenda Type:** Consent Items for Action

From: Jeff Morriss **Reviewed by:** Gretchen Reuwer
Substations Manager Director of Electric Services

Submitted by: Gretchen Reuwer **Approved by:** Ryan Kelso
Director of Electric Services Chief Executive Officer

RECOMMENDED ACTION: Authorize CEO or His Designee to Negotiate and Execute a Purchase Order Standard Terms and Conditions with Virginia Transformer Corp. for the Manufacture, Delivery, Assembly, and Testing of Three (3) Substation Power Transformers

BACKGROUND

New Braunfels Utilities (“NBU”) issued a request for proposals (“RFP”) for Kohlenberg and GPI Substation Power Transformers (the “Procurement”).

The Procurement will be an agreement that includes the manufacture, delivery, assembly, and testing of three (3) substation power transformers (the “Goods”). NBU will issue a Purchase Order for the Goods.

NBU received five (5) proposals on February 22, 2024, for the Procurement during the public bidding process. The Procurement team evaluated the proposals and determined that Virginia Transformer Corp. (“Virginia Transformer”) is the respondent whose proposal for the Procurement is the most advantageous to NBU, considering the relative importance of price and the evaluation criteria in the RFP.

NBU staff requests that the Board of Trustees approve a Professional Services Agreement with Virginia Transformer for the Procurement (an “Agreement”).

This item is being presented to the Board because the total amount of each Agreement exceeds \$250,000.

FINANCIAL IMPACT

The total contract amount for the Agreement is \$5,879,138.00. The Procurement is budgeted within the Fiscal Year 2026 NBU Board approved Capital Improvements Projects Budget.

LINK TO STRATEGIC PLAN

Infrastructure and Technology

EXHIBITS

1. Purchase Order Agreement with Virginia Transformer Corp.
2. Recommendation Concurrence from Procurement Team