

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: An Ordinance Ratifying the Emergency Purchase of Transformers from WESCO

Staff Contact: Blake Toliver Superintendent of Electric Operations

Summary:

The Electric Department identified an immediate need to replenish transformer inventory and secure critical distribution equipment necessary to maintain electric system reliability and respond to customer service requirements. Due to industry-wide supply chain constraints and extended manufacturing lead times for distribution transformers, staff determined that immediate action was necessary to ensure the City maintains adequate inventory levels and avoids potential service interruptions.

Under emergency purchasing authority, staff authorized the purchase of twenty-five (25) transformers from WESCO Distribution utilizing Sourcewell Contract No. 091422-WES. The purchase includes:

- Two (2) 3,000 kVA three-phase transformers;
- Twelve (12) 25 kVA single-phase transformers; and
- Eleven (11) 37.5 kVA single-phase transformers.

These transformers will be used to support electric system operations, replace failed equipment as needed, accommodate new customer connections, and maintain adequate spare inventory for emergency response.

The cooperative purchasing contract provided a competitively solicited procurement vehicle that allowed the City to obtain the equipment in a timely manner while ensuring competitive pricing.

Financial Impact

The total cost of the purchase is **\$297,455**, consisting of:

| Quantity | Description | Cost |
|-----------------|------------------------------------|------------------|
| 2 | 3,000 kVA Three-Phase Transformers | \$229,602 |
| 12 | 25 kVA Single-Phase Transformers | \$34,380 |
| 11 | 37.5 kVA Single-Phase Transformers | \$33,473 |
| | Total Purchase | \$297,455 |

Funding is available within the Electric Utility budget.

Given the critical need to maintain transformer inventory, the lengthy lead times associated with electrical distribution equipment, and the importance of ensuring reliable electric service to customers, staff acted under emergency purchasing authority to secure these transformers. Staff recommends that the City Council ratify the emergency purchase in the amount of \$297,455.

Funding Sources:

| Source: | Budgeted Amount: | Proposed Expenditure: |
|----------------|------------------|-----------------------|
| Electric Funds | | \$297,455 |
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Strategic Plan Goal Application: Infrastructure Effectiveness and Improvement

Recommendation: Approve an Ordinance Ratifying the Emergency Purchase of Transformers from WESCO.