



REPORT TO: SUA

MEETING DATE: MAY 17, 2021

Agenda Item:	5b. SUA-21-15
Prior Council Action/Related Items:	City Hall Transfer Switch Project SUA-21-01
Background / Issue:	<ul style="list-style-type: none"> • January 11, 2021 SUA Trustee’s approved the City Hall transfer switch project. • The project is designed to increase electric service reliability to City Hall to ensure continuous City operations as well as to protect electronic equipment. • One of the major components of the project is to install an automatic transfer switch that will supply redundant electric service from two separate sources. • The electric utility currently uses S & C Electric Company transfer switches to provide redundant electric service to the Waste Water Treatment plant (two switches) and Stillwater Medical Center (one switch) • The automated transfer switches solely used by the electric utility are manufactured by the S & C Electric Company.
Proposal/Solution:	<ul style="list-style-type: none"> • Since 2001, the electric utility has been standardizing its equipment with the industry’s highest quality products, which is the key to increasing reliability. • Standardization of equipment is an essential part of an efficiently run system, especially for these very sophisticated automated transfer switches. • Examples of standardization benefits include operational knowledge of the controls, warehousing spare parts, and servicing of the switches all by one manufacturer rather than multiple manufacturers. • Oberlender & Associates is the factory direct sole source vendor for S & C Electric Company for this region (see attachment). • For this reason, staff is requesting sole source purchase approval.
Financial Impact/Funding Source(s):	Funds are available in the established project account.
Related Strategic Priority:	<p>#1 Effective Services & Accountable Government: To provide effective services and accountable government for all citizens by practicing fiscal responsibility, transparency and outstanding customer service.</p> <p>#3 Safe Community: To identify effective services that enhance relationships, responsiveness and quality customer service to promote a safe and secure community.</p>

Recommended Action/Motion:	Motion to approve the sole source purchase of the S & C automated transfer switches from Oberlender and Associates for \$59,308.50, authorize expenditures up to \$65,240 (includes a 10% contingency), and authorize staff to enter into a purchase agreement for the switches.
Prepared By:	Loren Smith, Electric Utility Director
Reviewed By:	Melissa Reames, Deputy City Manager Patti Osmus, Assistant to the City Manager
Submitted By:	Norman McNickle, City Manager
Attachment(s):	S&C Letter of Sole Source Supplier