



CITY OF WAUKESHA

Administration

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Committee: Finance	Date: 3/30/2021
Common Council Item Number: ID# 21-1983	Date: 4/6/2021
Submitted By: Steve Howard, Fire Chief SH	City Administrator Approval: Kevin Lahner, City Administrator, KL
Finance Department Review: Bridget Souffrant, Finance Director BS	City Attorney's Office Review: Brian Running, City Attorney BR
Subject: The Fire Department is seeking approval of the Finance Committee to use the informal bid process as outlined in Financial Policy section 6.2.1 for the purchase of a new Breathing Air Compressor that was approved as part of the 2021 CIP.	

Details:
 The Fire Department is seeking approval to use the informal bid process as permissible by financial policy section 6.2.1 for the purchase of a new breathing air compressor. This request is being made due to the limited number of vendors for this product and the complexity of developing detailed technical specifications. The 2021 CIP plan funded this purchase, in the amount of \$69,500, using a combination of City and FEMA Fire Act Grant funds. Additionally, if found to be in the best interest of the City, the Department may elect to use an approved cooperative purchase agreement in accordance with Financial Policy section 6.2.7.

Options & Alternatives:
 Direct the Fire Department to develop detailed technical specifications and follow the sealed bid process.

Financial Remarks:
 Revenue Account – 2242-49110 \$15,409 & 2242-42350 \$54,091
 Expense Account – 2242-68290 \$69,500

Executive Recommendation:
 The City Administrator is in support of us using the informal bid process or cooperative purchase agreement for this item.

