

COUNCIL ACTION FORM

SUBJECT: PURCHASE OF LED LUMINAIRES FOR ELECTRIC SERVICES

BACKGROUND:

This bid is for the purchase of LED luminaires to replenish inventory for the Electric Services Department. These LED luminaires are kept on hand in order to ensure availability for the department's needs. Typically, these LED luminaires are used to provide lighting service for new residential subdivisions and roadway projects in addition to routine maintenance retrofits and are necessary to meet the anticipated needs of the Electric Services Department for new construction and maintenance projects.

It should be noted that the recently approved Capital Improvements Plan taking effect in July 2016 includes a city-wide LED conversion project. However, to meet current needs an order must be placed now. These lights are being ordered ahead of the new CIP project and will allow the conversion to LED to happen more quickly.

On April 25, 2016, a requisition for quotation (RFQ) document for 215 LED light fixtures, was issued to forty-eight companies. The RFQ was also advertised on the Current Bid Opportunities section of the Purchasing webpage.

On May 3, 2016, four bids were received as shown below:

BIDDER	TOTAL COST
Terry Durin Co Cedar Rapids, Iowa	\$51,263.00
Van Meter Inc Urbandale, Iowa	\$51,790.78
Kriz-Davis Co Ames, Iowa	\$52,387.20
Fletcher-Reinhardt Co Cedar Rapids, Iowa	\$64,974.68

Staff reviewed the bids and concluded that the apparent low bid submitted by Terry Durin Co., Cedar Rapids, Iowa, in the amount of \$51,263.00 (inclusive of Iowa sales tax) is acceptable. These fixtures will be purchase as inventory and will be charges out to the individual projects when needed.

ALTERNATIVES:

1. Award a contract to Terry Durin Co., Cedar Rapids, Iowa, for the purchase of LED luminaires, in the amount of \$51,263.00 (inclusive of Iowa sales tax).

2. Reject all bids and attempt to purchase LED luminaires on an as needed basis.

MANAGER'S RECOMMENDED ACTION:

It is important to purchase LED luminaires at the lowest possible cost with minimal risk to the City. It is also imperative to have these LED luminaires available to meet customer needs, roadway projects, routine maintenance retrofits, and the anticipated needs of the Electric Services Department for new construction and maintenance projects.

Rather than wait until next fiscal year to begin this conversion, therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.