

**COUNCIL ACTION FORM**

**SUBJECT:**           **STEAM TURBINE NO. 8 PARTS PROCUREMENT**

**BACKGROUND:**

This Unit #8 at the Power Plant is scheduled to be disassembled, inspected, and repaired at the same time as the Unit 8 Boiler Repair Project. This project is for the procurement of critical and miscellaneous parts that might be identified during the overhaul of the unit.

On February 25, 2020, the City Council approved preliminary plans and specs for this project, setting March 25 as the bid due date and April 14 as the date of public hearing.

**As a result of recent COVID-19 outbreak, vendor offices are closing completely while others are allowing their employees to work from home. This is causing problems for vendors to gather the information needed to put together a complete bid package. Therefore, it is in the City's best interest to extend the question and bid due dates to allow interested bidders sufficient time to gather the information for a quality comprehensive bid.**

**ALTERNATIVES:**

1.     Approve question due date and bid due date changes for the Steam Turbine No. 8 Parts Procurement, setting April 15, 2020 as the question due date, April 29, 2020 as the bid due date, and May 13, 2020 as the date of hearing and award of contract.
2.     Reject the request and leave the dates as currently established.

**CITY MANAGER'S RECOMMENDED ACTION:**

Extending the question and bid due dates will allow the potential bidders to better allow the vendors the time needed in order to prepare a complete bid package for the Steam Turbine No. 8 Parts Procurement project and will likely improve the quality and pricing of the bids the City receives.

Therefore, it is the recommendation of the City Manager that the Council approve Alternative #1 as stated above.