

**COUNCIL ACTION FORM**

**SUBJECT: SWITCHGEAR AND CONTROL PANELS - TOP-O-HOLLOW  
SUBSTATION EXPANSION AND BREAKER ADDITION**

**BACKGROUND:**

On August 22, 2017, City Council approved preliminary plans and specifications for furnishing 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels for Top-O-Hollow Substation Expansion and Breaker Addition project.

Bid documents for this project were issued to thirteen companies. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published in the Ames Tribune. The bid was also sent to four plan rooms.

**On September 27, 2017, three bids were received as shown on the attached report. While Electric Services has completed its evaluation of bids, it needs additional time to obtain site plan review comments from the Development Review Committee before recommending an award and wishes to simply report bids at this time.**

**ALTERNATIVES:**

1. Accept the report of bids and delay award for the furnishing 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels for Top-O-Hollow Substation Expansion and Breaker Addition project.
2. Award a contract to the apparent low bid.
3. Award a contract to one of the other bidders.
4. Reject all bids and direct staff to rebid.

**MANAGER'S RECOMMENDED ACTION:**

This project will improve reliability of the 69kV transmission system, improve service to the customers served by this substation, improve worker safety, and provide improved protection to electrical assets from fault damage.

However, because additional time is needed to obtain site plan review comments from the Development Review Committee before recommending an award, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.