


# Memo

**To:** City Council  
**From:** Amy E. Gilson, P.E., Director of Public Works   
**Date:** December 19, 2014  
**Re:** Torque Tube Purchase

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The torque tube on the wastewater plant's Primary Clarifier #2 broke last week, and it appears to have been caused by wear and age. Staff has determined that repairs are not feasible due to its overall condition. Because the lead time on this equipment is five to six weeks, we are seeking approval to order the torque tube and related equipment at a cost of \$19,500.00. As is common with larger equipment at the wastewater plant, this is a proprietary product that must be ordered from the original manufacturer. We will be ordering the WesTech equipment through their Michigan sales representative, Duperon.

The repairs will be paid for out of reserves in the water and sewer fund. The work cannot be performed in house, so bid specifications are currently being prepared for the installation of the equipment.

In accordance with Section 2-186 of the City Ordinances, I am hereby requesting that City Council approve the waiver of the sealed bid process for purchases over the amount of \$5,000 and the required three quotes for purchases over \$2,500 because the equipment is proprietary and must be ordered from the original manufacturer. There are no competitive quotes available.

Please let me know if you have any questions.

cc: Gregg Guetschow, City Manager