

Memo

To: City Council
From: Amy E. Gilson, P.E., Director of Public Works
Date: January 22, 2015
Re: Valve Actuator Purchase



In accordance with Section 2-182 of the City Ordinances, this memo is to request approval of an emergency purchase for valve actuators.

The wastewater plant has several automated valve actuators, and currently we have one that has failed, one that is on the verge of failure, and one other that needs replacement in the very near future. Quotes were received for three new actuators of the brand that we have found reliable and much less expensive than the next available brand. The quote for the Auma actuators is \$5,607.00. If we were to buy just the two actuators that we need immediately, we would be under the requirement for formal bids and council approval. However, to avoid any appearances of circumventing the purchasing policy, I am requesting permission to order the three valves without obtaining sealed bids. The actuators will be paid for out of the water and sewer fund.

Please let me know if you have any questions.

cc: Gregg Guetschow, City Manager