



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Consider resolution awarding contract to Shermco Industries the 2022 Substation Preventative Maintenance Contract.		
Presenter & Title:	Aaron Holton – Superintendent of Electric Services		
Date:	February 22, 2022		
Please Check Appropriate Box:			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: EMS II			
Estimated Cost: \$ 55,502.00		Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If “Other Funding,” please explain how the item will be funded:</i>			
Executive Summary:			
Electric Division Staff is undertaking a preventive maintenance program for the City of Geneva’s substations. The goal is to maintain the Division’s high reliability and obtain data to make capital planning and maintenance recommendations.			
The requested work was quoted through the National Purchasing Cooperative Alliance in an amount of \$55,502.00 under the Shermco Industries contract.			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Memo from Superintendent Holton • Resolution • NCPA Proposal from Shermco Industries 			
Voting Requirements:			
<i>This motion requires a simple majority of affirmative votes for passage.</i>			
<i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i>			
Recommendation / Suggested Action: <i>(how the item should be listed on agenda)</i>			
Recommend Resolution Awarding ShermCo Industries the 2022 Substation Preventative Maintenance Contract in the amount of \$55,502.00.			



PUBLIC WORKS DEPARTMENT MEMORANDUM

February 7, 2022

Memo To: Mayor Burns, Committee of the Whole

From: Aaron Holton, Superintendent of Electric Services

Re: Recommendation for 2022 Substation Preventative Maintenance

Electric Division Staff is undertaking a preventive maintenance program for the City of Geneva's substations. The purpose of this program is to reduce the likelihood of sustained outages due to equipment failure and monitor a baseline of the health of the power transformers. This data will be used for eventual equipment replacement, capital planning and future maintenance needs.

This year the South Street Substation and Western Ave substation are schedule for a preventative maintenance cycle. Each substation Power Transformer and Load Tap Changer will be tested per our specifications. All protective relays will be tested to assure proper settings and operations. Finally, the feeder circuit breakers will be removed from their cubicles, cleaned and function tested.

Shermco Industries has been contracted in the past for substation maintenance and their performance has been acceptable. Shermco has been awarded a contract for substation maintenance and repair work through the National Cooperative Purchasing Alliance. Contracts through the NCPA are awarded after publicly advertised sealed bids are received and evaluated for qualifications and lowest cost. As such, the City of Geneva can take advantage of lowest bid pricing without the expense and time of public bidding. The repair and maintenance proposal from Shermco was for a total of \$55,502.00.

Staff Recommendation:

Staff's recommends awarding Shermco Industries the contract for 2022 Substation Preventive Maintenance in the amount of \$55,502.00.

Cc: Stephanie Dawkins, City Administrator
Rich Babica, Director of Public Works
Jose Ruiz, Manager of Electric Operations
Jennifer Hilkemann, Manager of Distribution Construction & Maintenance
Kirk Landberg, Purchasing & Inventory Coordinator

RESOLUTION NO. 2022-2;
RESOLUTION AUTHORIZING AWARDING
SHERMCO INDUSTRIES THE 2022 SUBSTATION MAINTENANCE CONTRACT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, the 2022 Substation Preventative Maintenance Contract with Shermco Industries in the amount of \$55,502, in the form attached hereto.

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this 22nd day of February, 2022

AYES: __ NAYS: __ ABSENT: __ ABSTAINING: __ HOLDING OFFICE: __

Approved by me this 22nd day of February, 2022.

Mayor

ATTEST:

City Clerk

This Proposal has been prepared
specifically for:

Jose Ruiz
of
City of Geneva
for
Preventive Maintenance Substation Cycle

Approved by:
Joan Mule

Chicago Service Center
112 Industrial Drive, Minooka, IL 60447
p. 8154675577 f. (972) 793-5542

Shermco Quote Number:
SIQ-01533-22

January 27, 2022



RQN# 2022-0041

January 27, 2022



Mr. Jose Ruiz
 City of Geneva
 22 S. First Street
 Geneva, IL 60134

Re: Preventive Maintenance Substation Cycle
 Shermco Quote # SIQ-01533-22

Dear Jose:
 Shermco Industries is pleased to provide the following quotation:

PRICE \$55,502.00

Applicable taxes and credit card processing fees are not included, terms net 30 days. All sales subject to Shermco Industries terms and conditions form SI-100995. All freight will be prepaid and added to the invoice.

WESTERN AVE SUBSTATION EQUIPMENT

- 1. Qty: 1 34.5kV Breaker
- 2. Qty: 1 Relay
- 3. Qty: 1 T1 4MVA Transformer
- 4. Qty: 1 LTC
- 5. Qty: 2 SEL-321
- 6. Qty: 4 15kV Draw Out Breakers
- 7. Qty: 4 Relays
- 8. Qty: 1 Battery Bank
- 9. Qty: 1 Charger

SOUTH STREET SUBSTATION EQUIPMENT

- 1. Qty: 1 T1 4MVA Transformer
- 2. Qty: 1 LTC
- 3. Qty: 1 SEL-387
- 4. Qty: 1 SEL-351
- 5. Qty: 1 15kV Draw Out Breakers
- 6. Qty: 1 SEL-351
- 7. Qty: 1 SEL587
- 8. Qty: 4 SEL-351
- 9. Qty: 4 15kV Draw Out Breakers
- 10. Qty: 1 Battery Bank
- 11. Qty: 1 Charger

WORKSCOPE

Shermco will provide NETA certified technician(s) to clean, inspect, and test the above listed equipment. All testing will be performed in reference to the maintenance and testing specifications provided by the City of Geneva.

SCHEDULE

Shermco will provide services Monday-Friday, non-holiday and during normal business hours established from 7AM – 4 PM. Additional hours worked beyond normal business hours and holidays will be billable per Shermco established rates.

The start date is to be determined; work will be confirmed and scheduled upon the receipt of a purchase order. Please give at least two weeks' notice for scheduling purposes.

Note: This proposal is based on an estimated one straight time mobilization(s) to the work site. Additional or changes to the mobilization(s) are subject to additional billing.

Monday through Friday 7:00AM until 4:00 PM will be billed at a straight time (ST) rate.

Monday through Friday before 7:00AM or after 4:00PM will be billed at an overtime (OT) rate.

Saturday and after eight consecutive ST hours worked will be billed at an OT rate.

Sunday and after twelve consecutive hours worked will be billed at a premium time (PT) rate.

REPORT

Upon completion of the above listed work scope you will receive one (1) electronic copy of the report, prepared within thirty (30) working days. The report will include conditions and test data, with a summary of recommendations for future maintenance, replacement of components or replacement of apparatus.

GENERAL CONDITIONS

Work performed by Shermco Industries will be in accordance with the following:

1. The customer's electrician or engineer, familiar with the distribution system, is to be available during the testing and commissioning period.
2. The customer shall provide an auxiliary source of 120 volts, 60 hertz, single-phase power for lights, vacuum cleaners, small power tools and test equipment unless other agreements are made.
3. The customer is responsible for providing Shermco with all facility one-line drawings/ diagrams, control schematics, and equipment drawings. Shermco will require this information prior to the beginning of the project, during the pricing and submittal phase of the project. It is recommended that the customer provides an up-to-date protective device coordination study report including a device settings table, prior to Shermco starting to perform onsite testing. Otherwise all protective devices including but not limited to the following: protective relays, low voltage circuit breakers, ground fault protection devices, etc. will be tested and left at the "as found" settings.
4. Switching of electrical equipment is the responsibility of the customer. If Shermco is requested or required to perform the switching operations, no responsibility will be assumed by Shermco for any possible equipment failure during these switching operations. In the event Shermco has to perform switching, the customer will be charged for any cost incurred per Shermco established rates. Any utility service-disconnect or reconnect is to be scheduled by the customer so that the electrical equipment is available without delay. The "line side" or entire service entrance of the electrical equipment must be de-energized and available for testing before any system performance testing can be performed.

5. Site specific training is not included in the price.
6. Cancellations, which may include weather related issues, will be assessed with a mobilization and/or project management/completion charge based on expenses incurred. Delays due to circumstances beyond the control of the Shermco service personnel will be subject to additional billing at established rates. This includes stand-time for switching, power-up operations & equipment clearances and permitting.
7. This quotation is effective for 30 days from quotation date, unless otherwise authorized by Shermco Industries. If materials have been quoted and to be provided, additional costs may apply due to the rapid changing price of raw materials.
8. All permits required will be the responsibility of the customer.

Thank you for this opportunity to be of service. Should you have any questions please do not hesitate to give me a call.

Respectfully Submitted
Shermco Industries, Inc.

Joan Mule

Joan Mule
Territory Account Manager
Engineering Services Division
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(331) 229-1672

Copy:
Alex Meylor – Sales Operations Specialist

