

Memorandum

To: Mayor and City Council Members
Steve Parker, City Manager

From: Adam Ryals, Utility Warehouse Superintendent

Through: Timothy J. Howe, Director of Utilities and Rick Cortes, Deputy City Manager

Subject: Resolution authorizing the purchase of six pad-mount transformers in various sizes

Date: August 5, 2025

Historical Background

The Electric Utilities Department periodically purchases pad-mount transformers for system maintenance and upcoming projects. These purchases are made in compliance with current procurement policy and procedures. Maintaining an inventory of critical equipment is necessary for the city to provide reliable utility service.

Action Requested

Consider a resolution authorizing the purchase of six pad-mount transformers in various sizes.

Procurement Methodology & Funding Source

Nineteen sealed bids were received on July 15, 2025. The bid amounts ranged from \$525,642.00 to \$102,462.00, as shown in the bid tabulation. Magnetron USA LLC of San Antonio, Texas submitted the lowest total bid on the six pad-mount transformers in the amount of \$102,462.00 but does not meet the city's specifications due to the enclosure is bolted together and the specification calls for welded enclosures. Texas Electric Cooperatives of Georgetown, Texas submitted the second lowest total bid on the six pad-mount transformers in the amount of \$108,602.20 with a lead time of 126 days and meets the city's specifications.

Funding for this purchase will come from the Utility Fund Electric Inventory account.

Staff Recommendation

It is recommended that Texas Electric Cooperatives of Georgetown, Texas be awarded the purchase of the six pad-mount transformers in an amount not to exceed \$108,602.20 with a lead time of 126 days.

ATTACHMENTS

1. Resolution - Purchase of six pad-mount transformers in various sizes
2. Bid Tab AF-2025-56