

Memorandum

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

From: Adam Ryals, Utility Warehouse Superintendent

Through: Rick Cortes, Deputy City Manager

Subject: Purchase of Six Pad Mount Transformers

Date: January 7, 2025

Historical Background

The Electric Utilities Department periodically purchases transformers for replacements 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

Through this resolution, the city will acquire six (6) pad mount transformers in various sizes that will be used for replacements and upcoming projects.

Procurement Methodology & Funding Source

Eighteen (18) sealed bids were read at Seguin City Hall on December 10, at 3:00 P.M. The total bid amounts for the eighteen (18) bidders ranged from \$142,822.50 from Texas Electric Cooperatives (TEC) of Georgetown to \$476,293.00 from Techline Inc. of San Antonio.

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

Staff Recommendation

It is recommended that Texas Electric Cooperatives be awarded the purchase of the six (6) pad mount transformers in an amount not to exceed \$142,822.50, with a lead time of 294 days. Texas Electric Cooperatives has provided other materials to the city which have been installed and are part of the electric distribution system.

ATTACHMENTS

1. Resolution - Purchase of Six Pad Mount Transformers
2. Bid Tab AF-2025-25