

Memorandum

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

From: Timothy J. Howe, Director of Utilities

Through: Rick Cortes, Deputy City Manager

Cc: Adam Ryals, Utility Warehouse Superintendent

Subject: Resolution authorizing the purchase of two insulated pad-mount switches and base

Date: November 4th, 2025

Historical Background

The Electric Utilities Department periodically purchases insulated pad-mount switches for system maintenance, upgrades, 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 two insulated pad-mount switches and base.

Procurement Methodology & Funding Source

Five (5) sealed bids were read on October 7, 2025. The total bid amounts ranged from \$150,184.89 from Techline Inc. of San Antonio, Texas to \$161,793.39 from Anixter of San Antonio, Texas, as shown on the bid tabulation. Techline Inc. of San Antonio, Texas. submitted the lowest total bid in the amount of \$150,184.89 with a lead time of 58 weeks.

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

Staff Recommendation

It is recommended that Techline Inc. of San Antonio, Texas be awarded the purchase of the two insulated pad-mount switches and base in an amount not to exceed \$150,184.89.

ATTACHMENTS

1. Resolution - Purchase of two insulated pad-mount switches and base
2. Bid Tab AF-2026-05