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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Utilities Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: August 11, 2015

Re: Action: Award contract to Steinmetz Corporation for Electrical Transformer Testing at the Wastewater Treatment Plant in the amount of \$17,120 with a contingency of \$2,000 for a contract total not to exceed \$19,120.

The proposals for the Electrical Transformer Testing at the Wastewater Treatment Plant were received on Wednesday, July 1, 2015. The 2015 budget includes \$30,000 for electrical testing. Testing of transformers is recommended to be completed every two years to assure reliability of the system. Due to the age and usage of the equipment, our department highly recommends that we maintain this testing interval. Please note that the testing includes a total of ten transformers.

Two proposals were received.

Steinmetz Corporation	\$17,120
Electrical Testing Solutions	\$26,125

It is the recommendation of the Parks, Recreation and Facilities Management Department to accept the proposal by Steinmetz Corporation for \$17,120 for a two-year contract. The Department is also recommending a contingency of \$2,000 for a contract not to exceed \$19,120.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.