



**CITY OF KIRKLAND**  
**Fire & Building Department**  
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## MEMORANDUM

**To:** Kurt Triplett, City Manager  
**From:** Jack Henderson, Deputy Fire Chief  
**Date:** August 21, 2013  
**Subject:** AWARD OF CONTRACT – INSTALLATION OF GENERATOR TRANSFER SWITCHES

### RECOMMENDATION:

It is recommended that the City Council awards a contract to install two separate Generator Transfer Switches for emergency generators at Northwest University and Saint John Vianney Church to Pointer Electric, Inc. of Bow, Washington in the amount of \$53,696.61.

### BACKGROUND AND DISCUSSION:

This is part of a grant project to provide two portable emergency power generators to Northwest University and Saint John Vianney Church in partnership with the City to use their facilities as shelters during emergencies. The City's community centers are vital community gathering points in the event of disaster. Purchasing these two transfer switches (along with two portable generators) will give the city the flexibility to activate additional shelters and recovery sites in the most appropriate locations. With portable generators, after a disaster the City can more effectively support the health and safety of our citizens.

The two portable generators and the transfer switches are being funded through a Community Oriented Policing Services (COPS) grant that the Kirkland Police Department and the Kirkland Fire and Building Department applied for and received in May of 2010. The Emergency Management portion of the grant awarded \$91,900 for two generators and \$52,100 for the transfer switches. The generators have been ordered. The bid was within the estimated amount (\$85,862.18) and delivery is expected in three to four weeks.

Bids for the transfer switch project were solicited on July 31 using the Small Works Roster process and notifying approximately one hundred (100) contractors on the roster under the service of Electric – High Voltage in the category of Electrical & Communication Construction & Repair. On August 19, Pointer Electric submitted the only bid for a total of \$53,696.61 which is \$1,596.61 more than the amount available in the grant. The balance will be funded from the 2013/14 Emergency Preparedness (Professional Services) budget.

If you have any questions, please feel free to contact Deputy Chief Jack Henderson (3602)