



**CITY OF WASHINGTON, ILLINOIS**  
**Public Works Committee Agenda Communication**

**Meeting Date:** December 6<sup>th</sup>, 2021

**Prepared By:** Kevin Schone – Public Works Director  
Brian Rittenhouse – Utilities Superintendent

**Agenda Item:** Equipment and CIPs early bid discussion

**Explanation:** Staff is evaluating procurement methods due to equipment lead times and supply chain issues. The discussion has come up on whether it would be beneficial bidding scheduled MERF equipment and CIP projects early.

**Fiscal Impact:** None in FY21/22

**Recommendation/**

**Committee Discussion Summary:** In an effort to be more prepared for the next fiscal year, we could have bids completed early and ready for approval in May if not before. We would also like to issue purchase orders with contract language on when ordered equipment could be received.

**Action Requested:** Direction on bidding equipment and projects for the upcoming fiscal year before the current fiscal year is complete.