

MEMORANDUM FOR THE RECORD
Local Electrical Supply Shops Competition Exemption Justification
SPP 25-1934

May 7, 2025

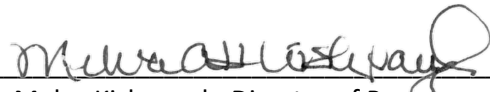
Executive Order 35 includes a requirement that purchases must be made from a Certified Micro Business, with certain specific exceptions. Often, the Facilities Services department must purchase electrical supplies to fulfill the various maintenance needs across the University campus. These supplies are typically needed right away to maintain campus facilities in a timely manner, so local electrical supply shops are visited to make the required purchases rather than ordering from a supplier online and shipping the parts needed to the University. Currently, Key Electric Services, Inc. (Cert# 660720) is the only local micro business who sells electrical equipment and supplies. While the University uses this supplier as often as possible for its electrical supply needs, it sometimes needs to purchase from elsewhere. More time and effort is then put into finding a micro business to attempt to quote what is needed in order to purchase from the other local electrical supply shops, namely Capital Electric and City Electric Supply. History of attempting to find a micro business to sell what the University needs in a timely manner, if not purchased from Key Electric Services, has not proven to be productive.

Therefore, in an effort to streamline the purchasing process for Facilities to purchase from all available local electrical supply companies without further micro quote justifications, UMW is exempting the requirement for Micro Quotes for purchases made to **Capital Electric and City Electric Supply**.

This exemption is effective until July 1, 2026, at which time a reassessment of available local electrical supply businesses will be conducted to see if any new SWaM/Micro businesses have been identified. If no additional sources are identified, an extension of this justification may be granted.

Below is a record of spend from FY23 to the current date to all local electrical supply shops.

| Company Name | FY23 | FY24 | FY25 to-date | Total FY23 to-date |
|--------------------------------------|--------------------|--------------------|---------------------|---------------------------|
| Capital Electric | \$25,019.07 | \$34,656.66 | \$22,668.79 | \$82,344.52 |
| City Electric Supply "CES" | \$22,169.52 | \$11,726.80 | \$10,466.98 | \$44,363.30 |
| Key Electric Services (Micro) | \$12,872.94 | \$9,164.56 | \$102,958.88 | \$124,996.38 |
| FY Electrical Supplies Totals | \$60,061.53 | \$55,548.02 | \$136,094.65 | |

Approved By: 
Melva Kishpaugh, Director of Procurement Services

Date: May 7, 2025