



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Authority to award Contract 10-040-11 Furnish and Deliver Computer Supplies to Various Locations for a One (1) Year Period, Group A to Atlas Stationers, Inc., in an amount not to exceed \$7,054.00, and Group B to Imprint Enterprises, Inc., in an amount not to exceed \$32,901.05, Account 101-20000-623810

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Date	Ver.	Action By	Action	Result
7/8/2010	1	Committee of the Whole	Recommended	Pass
7/8/2010	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 8, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to award Contract 10-040-11 Furnish and Deliver Computer Supplies to Various Locations for a One (1) Year Period, Group A to Atlas Stationers, Inc., in an amount not to exceed \$7,054.00, and Group B to Imprint Enterprises, Inc., in an amount not to exceed \$32,901.05, Account 101-20000-623810

Dear Sir:

On May 6, 2010, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-040-11 furnish and deliver computer supplies to various locations for a one (1) year period, beginning approximately August 1, 2010 and ending July 31, 2011.

In response to a public advertisement of May 19, 2010, a bid opening was held on June 8, 2010. The bid tabulation for this contract is:

GROUP A: MISCELLANEOUS SUPPLIES

ATLAS STATIONERS, INC.	\$7,054.00
IMPRINT ENTERPRISES, INC.	\$7,813.88
RUNCO OFFICE SUPPLY & EQUIPMENT COMPANY	\$8,390.20
TALLGRASS SYSTEMS, LTD.	\$9,926.00
MIDWEST COMPUER PRODUCTS, INC.	\$12,745.80

GROUP B: TONER CARTRIDGES

IMPRINT ENTERPRISES, INC.	\$32,901.05
ATLAS STATIONERS, INC.	\$33,520.00

MIDWEST COMPUTER PRODUCTS, INC.	\$33,857.00
RUNCO OFFICE SUPPLY & EQUIPMENT COMPANY	\$35,790.00
TALLGRASS SYSTEMS, LTD.	\$46,297.50

Four hundred fifty-eight (458) companies were notified of this contract being advertised and twenty-seven (27) companies requested specifications.

Atlas Stationers, Inc., the lowest responsible bidder for Group A, is proposing to perform the contract in accordance with the specifications. The estimated cost for Group A of this contract was \$7,600.00, placing the total bid for Group A of \$7,054.00, approximately 7.2 percent below the estimate.

Imprint Enterprises, Inc., the lowest responsible bidder for Group B, is proposing to perform the contract in accordance with the specifications. The estimated cost for Group B of this contract was \$38,000.00, placing the total bid for Group B of \$32,901.05, approximately 13.4 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

Revised Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 10-040-11, Group A, to Atlas Stationers, Inc., in an amount not to exceed \$7,054.00 and Group B to Imprint Enterprises, Inc., in an amount not to exceed \$32,901.05.

Purchase orders will be issued for the material as required. Payment will be based on the unit cost as indicated in the contract documents. The bid deposits for Group A and Group B, in the amount of \$400.00 and \$1,900.00 respectively, will be retained in lieu of a performance bond, which is satisfactory to the Law Department and approved by the Director of Procurement and Materials Management. Funds are available in Account 101-20000-623810.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:np
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for July 8, 2010