



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order for Contract 10-406-11 Furnish, Deliver, and Install One Commercial Hot Melt Binding Machine and One Automatic Perforation and Scoring Machine, to Tompkins Printing Equipment Company, in an amount not to exceed \$73,000.00, Account 101-15000-634800, Requisition 1288588

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Date	Ver.	Action By	Action	Result
3/18/2010	1	Committee of the Whole	Recommended	Pass
3/18/2010	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 18, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order for Contract 10-406-11 Furnish, Deliver, and Install One Commercial Hot Melt Binding Machine and One Automatic Perforation and Scoring Machine, to Tompkins Printing Equipment Company, in an amount not to exceed \$73,000.00, Account 101-15000-634800, Requisition 1288588

Dear Sir:

On November 5, 2009, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-406-11 Furnish, Deliver, and Install One Commercial Hot Melt Binding Machine and One Automatic Perforation and Scoring machine.

In response to a public advertisement of November 25, 2009, a bid opening was held on December 15, 2009. The bid tabulation for this contract is:

GROUP A: ONE COMMERCIAL HOT MELT BINDING MACHINE
TOMPKINS PRINTING EQUIPMENT COMPANY \$60,000.00

GROUP B: ONE AUTOMATIC PERFORATION AND SCORING MACHINE
TOMPKINS PRINTING EQUIPMENT COMPANY \$13,000.00

Five hundred eighty-three (583) companies were notified of this contract being advertised and eight (8) companies requested specifications.

The Director of Procurement and Materials Management has reviewed the bidders' list for this contract, and is

satisfied that the market for this service has been adequately solicited. A planholders' survey revealed the following reason for not bidding: the bidding period was too short, and not an authorized dealer for such equipment. In light of these findings, the Director of Procurement and Materials Management is of the opinion that the bid received is a fair and reasonable price, and nothing would be gained by rejecting the sole bid and re-advertising this contract.

Tompkins Printing Equipment Company, the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications.

The estimated cost for this contract was \$73,000.00, placing the total bid of \$73,000.00, equal to the estimate.

The Multi-Project Labor Agreement was not included in this contract because it is primarily a furnish and deliver contract.

The 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 issue a purchase order for Contract 10-406-11, to Tompkins Printing Equipment Company, in an amount not exceed \$73,000.00.

The bid deposit, in the amount of \$3,650.00, 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 101-15000-634800.

Recommended, Darlene A. LoCascio, Director of Procurement and Material Management, DAL:SEB:slk
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 March 18, 2010