



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order for Contract 10-678-11, Locksmith Services at Various Service Areas, Groups A and B, to Fullmer Locksmith Service, Inc., in an amount not to exceed \$90,000.00, Accounts 101-68000, 69000-612680, Requisitions 1289895 and 1293015

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Date	Ver.	Action By	Action	Result
5/20/2010	1	Committee of the Whole	Recommended	Pass
5/20/2010	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 20, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order for Contract 10-678-11, Locksmith Services at Various Service Areas, Groups A and B, to Fullmer Locksmith Service, Inc., in an amount not to exceed \$90,000.00, Accounts 101-68000, 69000-612680, Requisitions 1289895 and 1293015

Dear Sir:

On January 7, 2010, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-678-11 Locksmith Services at Various Service Areas.

In response to a public advertisement of March 3, 2010, a bid opening was held on March 23, 2010. The bid tabulation for this contract is:

GROUP A: STICKNEY SERVICE AREA
FULLMER LOCKSMITH SERVICE, INC. \$39,022.50

GROUP B: CALUMET SERVICE AREA
FULLMER LOCKSMITH SERVICE, INC. *\$43,163.25

GROUP C: NORTH SIDE, EGAN, KIRIE AND HANOVER PARK SERVICE AREAS

NO BIDS RECEIVED

*corrected total

Three hundred eight (308) companies were notified of this contract being advertised and nine (9) 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 reasons for not bidding: the bidding period was too short and they are a supplier and do not provide service calls. 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.

The quantities specified in Groups A and B of the contract documents were used for the purpose of comparing bids and establishing unit prices. The total amount to be expended on this contract, should usage differ from the quantities, is not to exceed \$90,000.00.

Fullmer Locksmith Service, Inc., the lowest responsible bidder for Groups A and B, is proposing to perform the contract in accordance with the specifications.

No bids were received for Group C of this contract. Therefore, the M&O Department will re-advertise Group C of this contract.

The estimated cost for Groups A and B of this contract was \$90,000.00, placing the total bid of \$82,185.75 for both groups, approximately 8 percent below the estimate.

The Multi-Project Labor Agreement was not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The revised Appendix D is not included in this contract due to the service nature of the contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders for Contract 10-678-11, to Fullmer Locksmith Service, Inc., in an amount not to exceed \$90,000.00. The bid deposits, in the amounts of \$2,250.00 for Group A, and \$2,250.00 for Group B, 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 for the 2010 expenditure, in the amount of \$22,800.00, are available in Accounts 101-68000, 69000-612680. The estimated expenditure for 2011 is \$30,000.00, for 2012 is \$30,000.00, and for 2013 is \$7,200.00. Funds for the 2011, 2012, and 2013 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Material Management, DAL:SEB:klv
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 May 20, 2010