



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order for Contract 10-300-11, Furnish and Deliver On-Site Training Services for Microsoft Office 2007, to Directions Training Center, Inc., in an amount not to exceed \$100,000.00, Account 101-25000-601100, Requisition 1289254

Sponsors:

Indexes:

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Attachments:

Date	Ver.	Action By	Action	Result
2/4/2010	1	Committee of the Whole	Deferred	Pass
2/4/2010	1	Board of Commissioners	Deferred	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 4, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order for Contract 10-300-11, Furnish and Deliver On-Site Training Services for Microsoft Office 2007, to Directions Training Center, Inc., in an amount not to exceed \$100,000.00, Account 101-25000-601100, Requisition 1289254

Dear Sir:

On November 5, 2009, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-300-11, Furnish and Deliver On-Site Training Services for Microsoft Office 2007.

In response to a public advertisement of December 2, 2009, a bid opening was held on December 15, 2009. The bid tabulation for this contract is:

DIRECTIONS TRAINING CENTER, INC.	\$67,875.00
42 NORTH GROUP, INC., D/B/A MICROTRAIN	\$78,780.00
NH CHICAGO, D/B/A NEW HORIZONS COMPUTER LEARNING CENTERS OF CHICAGO	\$81,650.00

Four hundred eighty (480) companies were notified of this contract being advertised and twenty-six (26) companies requested specifications.

The quantities specified in 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 \$100,000.00.

Directions Training Center, Inc., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications.

The estimated cost for this contract was \$100,000.00, placing the total bid of \$67,875.00, approximately 32 percent below the estimate.

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

The revised Appendix D was not included in this contract because there are no sub-contracting opportunities in this 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 10-300-11, to Directions Training Center, Inc., in an amount not to exceed \$100,000.00. No bid deposit was required for this contract. Funds are available in Account 101-25000-601100.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials 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 February 4, 2010