



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0130, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 15, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-31, Farm Management Support Services, with Heartland Bancorp, Inc., in an amount not to exceed \$186,000.00, Account 101-66000-612430, Requisition 1462114

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Heartland Bancorp, Inc. for Contract 17-RFP-31 Farm Management Support Services.

The farm manager will secure leases and manage all aspects of the farmland at the Prairie Plan Site for a three (3) year period.

Request for Proposal 17-RFP-31 was advertised on September 20, 2017, and thirty (30) firms were notified. Proposals were requested by ten (10) firms resulting in a total of two (2) firms submitting proposals on October 20, 2017.

An evaluation committee, consisting of personnel from the Maintenance and Operations Department and the Department of Procurement and Materials Management, evaluated the proposals based on understanding of the project, the proposed methods of performing the work, the professional and financial fitness of the firms and the proposed personnel. The committee reached a consensus that both proposers were qualified to perform the work: Busey AG Services and Heartland Bancorp, Inc.. It was also the judgement of the committee that no interviews with the proposers were required to clarify any issues or answer any unexplained matters that were examined by them.

On December 6, 2017, an initial consolidated matrix score for the two proposals was submitted to the Director of Procurement and Material Management. The two proposers were then asked to submit their unqualified Best and Final Offer (BAFO) for their services. The two unqualified BAFOs were received on January 12, 2018. There was no change in the farm management revenue percentage from those submitted in the initial proposals.

With no change from the initial submitted percentage fees for both firms, the consolidated matrix scores remained unchanged, with an all-over top ranking for Heartland Bancorp, Inc.. Heartland Bancorp, Inc. top overall ranking was based on a composite evaluation score which was calculated from the committee's individual evaluations for: understanding of the project, technical competence, approach to the work, financial stability, team effectiveness, the interview evaluations and the cost of the services.

Inasmuch as the firm of Heartland Bancorp, Inc. possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed

\$186,000.00.

The estimated expenditures for 2018, 2019 and 2020 are \$62,000.00, \$62,000.00 and \$62,000.00, respectively. Funds for the 2018 expenditure are available in account 101-66000-612430. Funds for the 2019 and 2020 expenditures are contingent upon the Board of Commissioners' approval of the District's budget for those years.

Requested, John P. Murray, Director of Maintenance and Operations, BAP:SO'C:MAG:JR  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
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 15, 2018