



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-0336, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 17, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 14-RFP-01 Provide Food Services at the Main Office Building and at the Stickney Water Reclamation Plant and Vending Machines at Various Locations for a Thirty-Six (36) Month Period, with The Chatter Box Café, Inc. in an amount not to exceed \$126,000.00, Account 101-15000-612490, Requisition 1364733

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with The Chatter Box Café, Inc. for food services at the Main Office Building (MOB) and Stickney Water Reclamation Plant (WRP) for a thirty-six (36) month period.

This request for proposal is for cafeteria services, including coffee service, at the MOB and at the Stickney WRP.

Request for Proposal 14-RFP-01 was advertised on December 11, 2013. Sixteen (16) firms were notified with seven (7) requesting proposals. One (1) proposal was received on January 10, 2014, from The Chatterbox Café, Inc. for the food service portion of the RFP. No proposals were received for the vending portion. The vending portion has been readvertised as 14-RFP-01 (Re-Bid).

The proposal was reviewed and evaluated by a panel consisting of one representative from the General Administration Department, Human Resources Department, and the Procurement and Materials Management Department. The proposal and interview were rated according to overview/understanding, compliance with the scope of work, approach to the work, qualifications, and cost of services.

The Chatter Box Café, Inc. has the required experience and has provided excellent customer service to District employees as the current food service provider for the MOB and Stickney cafeterias. The agreement for 14-RFP-01 will require the cafeteria operator to provide healthy meal options and eliminate the use of styrofoam containers in favor of biodegradable containers.

The agreement for 14-RFP-01 is anticipated to begin on May 1, 2014 and expire on April 30, 2017.

Inasmuch as The Chatter Box Café, 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 \$126,000.00.

Funds for the 2014 expenditure in the amount of \$28,000.00 are available in Account 101-15000-612490. The estimated expenditures for 2015, 2016, and 2017 are \$42,000.00, \$42,000.00, and \$14,000.00, respectively. Funds for the 2015, 2016, and 2017 expenditures are contingent upon the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:SL:WG:MW:PJC
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 April 17, 2014