



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order for Contract 14-802-21, Furnish and Deliver a Four-Wheel Drive, One Ton, Crew Cab Pickup Truck to the Prairie Plan Site in Fulton County, Illinois, to Sutton Ford, Inc., in an amount not to exceed \$36,818.30. Account 201-50000-634860, Requisition 1351605

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Date	Ver.	Action By	Action	Result
11/20/2014	1	Board of Commissioners	Approved	Pass
11/20/2014	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 20, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 14-802-21, Furnish and Deliver a Four-Wheel Drive, One Ton, Crew Cab Pickup Truck to the Prairie Plan Site in Fulton County, Illinois, to Sutton Ford, Inc., in an amount not to exceed \$36,818.30. Account 201-50000-634860, Requisition 1351605

Dear Sir:

On June 5, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 14-802-21, Furnish and Deliver a Four-Wheel Drive, One Ton, Crew Cab Pickup Truck to the Prairie Plan Site in Fulton County, Illinois.

In response to a public advertisement of July 23, 2014, a bid opening was held on August 5, 2014. The bid tabulation for this contract is:

SUTTON FORD, INC. \$36,818.30

One hundred forty-four (144) 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 reasons for not bidding: the bidding period was too short; and the specifications of the contract were too specific. 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.

Sutton Ford, Inc., the sole bidder, complies with all of the terms and specifications of the contract. The estimated cost for this contract is \$30,000.00, placing the bid of \$36,818.30 approximately 22.7 percent above the estimate.

The Affirmative Action Interim Ordinance Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

The Multi-Project Labor Agreement was 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 14-802-21 to Sutton Ford, Inc., in an amount not to exceed \$36,818.30.

The truck, specified under this contract, shall be furnished and delivered within 120 calendar days after mailing of the purchase order.

The bid deposit, in the amount of \$300.00, 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 201-50000-634860.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management DAL:SEB:cm
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 November 20, 2014