



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order for Contract 18-101-12 (Re-Bid), Perform Olfactometry Analysis of Odorous Gas Samples, to St. Croix Sensory, Inc., in an amount not to exceed \$21,500.00, Account 201-50000-612440, Requisition 1469599

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Date	Ver.	Action By	Action	Result
4/19/2018	1	Board of Commissioners	Approved	Pass
4/19/2018	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 19, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 18-101-12 (Re-Bid), Perform Olfactometry Analysis of Odorous Gas Samples, to St. Croix Sensory, Inc., in an amount not to exceed \$21,500.00, Account 201-50000-612440, Requisition 1469599

Dear Sir:

On October 19, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 18-101-11, Perform Olfactometry Analysis of Odorous Gas Samples.

In response to a public advertisement of December 13, 2017, a bid opening was held on January 9, 2018. No bids were received for this contract.

In response to a public re-advertisement of February 14, 2018, a bid opening was held on March 6, 2018. The bid tabulation for this contract is:

RK & ASSOCIATES, INC.	\$19,320.00
ST. CROIX SENSORY, INC.	\$21,500.00

One hundred seventy (170) companies were notified of this contract being advertised and seven (7) companies requested specifications.

RK & Associates, Inc. (RK), the low bidder, did not comply with the detail specifications of the contract. RK indicated that they will not use the ASTM testing procedure stated in the specifications and offered a different

ASTM testing procedure that does not comply with the detailed specifications. RK qualified their bid and offered a unit price per sample analysis based on the District sending six (6) samples at a time. The District required a unit price based on sending one (1) sample at a time. Therefore, their bid is rejected for failing to comply with the requirements of the contract documents. The Director of Procurement and Materials Management has notified RK & Associates, Inc., of this action.

St. Croix Sensory, Inc., the responsible low bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$19,900.00, placing their bid of \$21,500.00 approximately 8 percent over the estimate.

St. Croix Sensory, Inc., is not registered to transact business in Illinois, but has submitted a certificate of good standing from the State of Minnesota. The Director of Monitoring and Research has given approval to move forward with the recommendation to award. All services under this contract will be performed at St. Croix Sensory, Inc.'s facility.

The contract will be completed by December 31, 2018 .

The Multi-Project Labor Agreement is not applicable to this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Ordinance, Revised Appendix D was not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

There was no bid deposit required for 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 18-101-12 (Re-Bid), to St. Croix Sensory, Inc., in an amount not to exceed \$21,500.00.

Funds are available in Account 201-50000-612440.

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 April 19, 2018