



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-0734, Version: 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 10, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue a purchase order to the Illinois Institute of Technology, pursuant to the Terms of Master Agreement 11-RFP-12, to provide a three and a half-day seminar on Circuit Breaker Maintenance and two, four and a half-day seminars on Microprocessor-Based Relay Testing, in a total amount not to exceed \$63,557.00, Account 101-69000-601100. Requisition 1376086

Dear Sir:

Authorization is requested to issue a purchase order to the Illinois Institute of Technology to provide a 3 ½ day seminar on Circuit Breaker Maintenance, Medium Voltage, and two, 4 ½ day seminars on Microprocessor-Based Relay Testing, Distribution/Industrial for up to 12 participants in each seminar, in the Maintenance and Operations (M&O) Department. The terms of the master agreement with the Illinois Institute of Technology, approved by the Board of Commissioners on August 11, 2011, provide for a cost not to exceed \$63,557.00 for the three seminars.

The training is primarily intended for District-wide, M&O trades personnel who are responsible for the in-house maintenance of the District's electrical distribution system. Through these seminars, District personnel will learn how to identify components and insulation mediums for all vacuum and air magnetic circuit breakers, perform circuit breaker maintenance service per NETA specifications, identify microprocessor-based relay elements, interpret AC and DC relay schemes, perform tests and calibrations, and interpret test results.

The knowledge gained from this training will enable M&O trades personnel to perform circuit breaker protective relay maintenance duties which had previously been outsourced to contractors. The training will be completed by August 31, 2014 at the Stickney WRP.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order to the Illinois Institute of Technology, under the terms and conditions of Master Agreement 11-RFP-12, in an amount not to exceed \$63,557.00.

Funds are available in Account 101-69000-601100.

Requested, Denice E. Korcal, Director of Human Resources, DEK:SOM:SB
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 July 10, 2014