



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-0872, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 7, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 14-425-12 (Re-Bid), Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a Thirty-Six (36) Month Period, to Unisource Worldwide, Inc., in an amount not to exceed \$334,367.13, Account 101-15000-623520, Requisition 1376107

Dear Sir:

On March 20, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 14-425-11 Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a 36-Month Period. The contract expires May 31, 2017.

In response to a public advertisement of April 2, 2014, a bid opening was held on April 29, 2014. All bids were rejected, as reported, at the May 15, 2014 Board meeting.

In response to a public re-advertisement of May 28, 2014, a bid opening was held on June 24, 2014. The bid tabulation for this contract is:

UNISOURCE WORLDWIDE, INC.

\$334,367.13

Two hundred and twenty-eight (228) companies were notified of this contract being advertised and ten (10) 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 plan holders' survey revealed the following reasons for not bidding: could not provide the brands requested, services were outside their area of business. 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.

Unisource Worldwide, Inc., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications.

The estimated cost for this contract was \$350,000.00, placing the total bid of \$334,367.13, approximately 4.5 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) was not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Interim Ordinance Appendix D is 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 14-425-12 (Re-Bid), to Unisource Worldwide, Inc., in an amount not to exceed \$334,367.13. There was no bid deposit required for this contract.

Funds for the 2014 expenditure, in the amount of \$54,367.13, are available in Account 101-15000-623520. The estimated expenditures for 2015, 2016 and 2017 are \$115,000.00, \$115,000.00 and \$50,000.00, respectively. Funds for the 2015, 2016 and 2017 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

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 August 7, 2014