



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1286, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 6, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 14-438-11, Furnish, Deliver and Install One (1) Two-Color Offset Printing Press with a Thirty-Six Month Maintenance Agreement, to Tompkins Printing Equipment Company, in an amount not to exceed \$87,908.24, Accounts 101-15000-612800 and 634990, Requisition 1384291

Dear Sir:

On September 4, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 14-438-11, Furnish, Deliver and Install One (1) Two-Color Offset Printing Press with a Thirty-Six Month Maintenance Agreement. The contract expires on December 31, 2017.

In response to a public advertisement of September 17, 2014, a bid opening was held on October 7, 2014. The bid tabulation for this contract is:

TOMPKINS PRINTING EQUIPMENT COMPANY	*\$90,795.24
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Two hundred (200) companies were notified of this contract being advertised and five (5) 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 reason for not bidding: can not provide the equipment requested. 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.

Tompkins Printing Equipment Company, the sole bidder for this contract, is proposing to perform the contract in accordance with the specifications. However, a bid of \$2,887.00 was submitted for Item 2, which is supposed to be free of charge because the warranty covers the first 12 months of maintenance. The adjusted total bid amount is \$87,908.24. A letter from the bidder was received acknowledging the bid adjustment.

The estimated cost for this contract was \$94,080.00, placing the adjusted total bid of \$87,908.24, approximately 6.6 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 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 14-438-11 to Tompkins Printing Equipment Company, in an amount not to exceed \$87,908.24.

The bid deposit, in the amount of \$4,700.00, 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 for the 2014 expenditure, in the amount of \$77,029.00, are available in Account 101-15000-634990. Funds are being requested in 2016 and 2017, in the amount of \$5,343.62 and \$5,535.62, respectively, in Account 101-15000-612800. Funds for the 2016 and 2017 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

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 6, 2014