



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1296, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 6, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to award Contract 15-041-11, Furnish and Deliver Data Storage Cartridges to Various Locations, for a One (1) Year Period, to Discount Media Products, LLC, in an amount not to exceed \$33,220.00, Account 101-20000-623810

Dear Sir:

On September 4, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 15-041-11 Furnish and Deliver Data Storage Cartridges to Various Locations for a One (1) Year Period, beginning approximately January 1, 2015 and ending December 31, 2015.

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:

DISCOUNT MEDIA PRODUCTS, LLC	\$33,220.00
MALELO, INC.	\$33,422.00
BACKUPWORKS.COM, INC.	\$34,678.00
PRINTING SUPPLIES USA, LLC	\$35,000.00
TOTOWA SYSTEMS, INC.	\$35,060.00
MIDWEST COMPUTER PRODUCTS, INC.	\$36,408.00
HOWARD TECHNOLOGY SOLUTIONS, a division of Howard Industries, Inc.	*\$69,700.00
*corrected total	

Five hundred ninety-two (592) companies were notified of the contract being advertised and twenty-eight (28) companies requested specifications.

Discount Media Products, LLC, the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost of this contract was \$37,000.00, placing the total bid of \$33,220.00 approximately 10.2 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

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 award Contract 15-041-11, to Discount Media Products, LLC, in an amount not to exceed \$33,220.00.

Purchase orders will be issued for the material as required. Payment will be based on the unit cost as indicated in the contract documents.

Funds are being requested for 2015 in Account 101-20000-623810, and are contingent on the Board of Commissioners' approval of the Districts budget for that year.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:MB:jt
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

Attachment