



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1442, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 4, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 14-437-12 (Re-Bid), Furnish, Deliver and Install One (1) Booklet Maker Machine with a Thirty-Six (36) Month Maintenance Agreement, to Tompkins Printing Equipment Company, in an amount not to exceed \$93,832.95, Accounts 101-15000-612800 and 634990, Requisition 1380833

Dear Sir:

On June 19, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 14-437-11, Furnish, Deliver and Install One (1) Booklet Maker Machine with a Thirty-Six (36) Month Maintenance Agreement. The contract expires on December 31, 2017.

In response to a public advertisement of August 27, 2014, a bid opening was held on September 23, 2014. All bids were rejected as reported at the Board meeting of October 16, 2014.

In response to a public re-advertisement of October 29, 2014, a bid opening was held on November 18, 2014. The bid tabulation for this contract is:

TOMPKINS PRINTING EQUIPMENT COMPANY	*\$93,832.95
*corrected total	

Sixty-five (65) 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 planholders' survey revealed the following reason for not bidding: cannot provide the equipment. 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.

The estimated cost for this contract was \$93,200.00, placing the bid of \$93,832.95 approximately 0.7 percent above the estimate.

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

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 14-437-12 (Re-Bid) to Tompkins Printing Equipment Company, in an amount not to exceed \$93,832.95.

The bid deposit, in the amount of \$4,660.00, 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 \$83,302.00, are available in Account 101-15000-634990. Funds are being requested in 2015 and 2016, in the amount of \$6,488.95 and \$4,042.00, respectively, in Account 101-15000-612800. Funds for the 2015 and 2016 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 December 4, 2014