



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1481, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 18, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order to CBRE, INC. for maintenance and operation of the common areas of the 101 Erie Street Buildings for period of November 26, 2014 through December 31, 2015, in an amount not to exceed \$100,000.00, Account 101-15000-612390, Requisition 1390095

Dear Sir:

Authorization is requested to issue a purchase order to CBRE, INC., for maintenance and operation of the common areas of the 101/111 East Erie Street Buildings for the years 2014 and 2015. This purchase order will expire on December 31, 2015.

The deed authorization for this property, as approved by the Board, requires the owner of Air Lot B, GIC 101 Erie, LLC, to maintain and operate the common areas of the 101/111 East Erie Street Buildings. The District's share of the total common building expenses for services such as snow and ice removal, window cleaning, truck dock and stairwell maintenance, scavenger service, utilities, pest control, and landscaping is 29.65%. The District's share of the total common building expenses for the total parking area is 41.20%. The District also pays a 5% management fee. The agreement with GIC 101 Erie, LLC requires a prorated payment by the District for maintenance and operation of these common areas. The District's estimated prorated share for November 26, 2014 to December 31, 2014 is \$10,000.00 and for year 2015 is \$90,000.00.

CBRE, INC., the sole source provider of maintenance and operation of the common areas of the 101/111 East Erie Street Buildings, has submitted prices for the services required. Inasmuch as CBRE, INC. is the only source of supply for the services required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

CBRE, INC. is registered and is in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable due to the specialized nature of the services required.

In view of the foregoing it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order to CBRE, INC. in an amount not to exceed \$100,000.00.

Funds are available in 2014 in Account 101-15000-612390. Funds are being requested in 2015, in Account 101-15000-612390, and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:JMS:MW:TG
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 December 18, 2014