



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 18, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to forfeit Contract 14-040-11 Furnish and Deliver Computer Supplies to Various Locations for a One (1) Year Period, Group B, to Bebon Office Machines, in an amount not to exceed \$18,640.10, Account 101-20000-623810

Dear Sir:

On May 1, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 14-040-11, furnish and deliver computer supplies to various locations for a one (1) year period, beginning approximately August 1, 2014 and ending July 31, 2015.

In response to a public advertisement of May 14, 2014, a bid opening was held on June 10, 2014. On August 7, 2014, the Board of Commissioners authorized the award of Contract 14-040-11, Group B, to Bebon Office Machines (Bebon) to furnish and deliver computer supplies to various locations for a one (1) year period, in an amount not to exceed \$18,640.10.

Since the start of this contract on August 7, 2014, five purchase orders have been issued to Bebon Office Machines. Bebon has failed to deliver any of the items. In addition, on November 20, 2014, Bebon Office Machines notified the Director of Procurement and Materials Management, in an e-mail, that it cannot honor their contract price for Item 17 unless the District agrees to a price increase. Therefore, the Director of Procurement and Materials Management has informed Bebon Office Machines that their contract will be forfeited in accordance with the contract documents.

In view of the foregoing, the Director of Procurement and Materials Management recommends the award of Contract 14-040-11, Group B, to Bebon Office Machines, in an amount of \$18,640.10, be forfeit. There is no bid deposit for this contract.

A recommendation to award Contract 14-040-11, Group B to the next lowest responsible bidder will be submitted under separate action at this Board Meeting.

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