



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 MAY 21, 2015

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 15-102-11, Furnish and Deliver Preventive Maintenance on Laboratory Balances to John F. Starmann Co., d/b/a C & M Scale Company, in an amount not to exceed \$10,635.00, Account 101-16000-612970, Requisition 1393041

Dear Sir:

On February 19, 2015, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, 15-102-11, Furnish and Deliver Preventive Maintenance on Laboratory Balances. The contract expires on December 31, 2017.

In response to a public advertisement of April 8, 2015, a bid opening was held on April 21, 2015. The bid tabulation for this contract is:

JOHN F. STARMANN CO. D/B/A C & M SCALE COMPANY	\$10,635.00
CERTIFIED BALANCE AND SCALE CORPORATION	\$15,338.00

One hundred fifty-six (156) companies were notified of this contract being advertised and eight (8) companies requested specifications.

John F. Starmann Co. d/b/a C & M Scale Company, the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications.

The estimated cost for this contract was \$36,500.00, placing the bid of \$10,635.00, approximately 70.9 percent below the estimate.

The Multi-Project Labor Agreement 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 the estimate is less than the minimum threshold established by section 4 of the Affirmative Action Interim Ordinance.

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 15-102-11 to John F. Starmann Co., d/b/a C & M Scale Company, in an amount not to exceed \$10,635.00.

Funds for the 2015 expenditure, in the amount of \$2,500.00, are available in Account 101-16000-612970. The estimated expenditures for 2016 and 2017 are \$7,000.00 and \$1,135.00, respectively. Funds for the 2016 and 2017 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

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 May 21, 2015