



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 15-0962, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 3, 2015

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement with Tompkins Printing Equipment Co. to Provide Maintenance Services for One (1) Bourg Spine Glue Machine, Model BB3002, S/N 613000600 for a Thirty-Six (36) Month Period, in an amount not to exceed \$14,490.26, Accounts 101-15000-612800, 623990, Requisition 1401835

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Tompkins Printing Equipment Co., to provide maintenance services for one (1) Bourg Spine Glue Machine located at the MWRD Print Shop. This purchase order will expire on December 31, 2018.

Tompkins Printing Equipment Co., the sole service provider of maintenance services and spare parts has submitted prices for the services required. Inasmuch as Tompkins Printing Equipment Co., 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).

Tompkins Printing Equipment Co. is registered and 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 and enter into an agreement with Tompkins Printing Equipment Co., in an amount not to exceed \$14,490.26.

The estimated expenditures for 2016, 2017, and 2018 are \$4,744.63, \$4,829.52, and \$4,916.11 respectively. Funds for the 2016, 2017, and 2018 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Manager SKL:MW:WG
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 September 3, 2015