



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-1268, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 19, 2015**

#### COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement with Northwest Municipal Conference, for administrative assistance related to coordination of Watershed Planning Councils in Cook County, in an amount not to exceed \$30,000.00, Account 501-50000-612490, Requisition 1408743

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Northwest Municipal Conference (NWMC), for administrative assistance related to the coordination of Watershed Planning Councils (WPCs) in Cook County. This purchase order will expire on December 31, 2017.

The Stormwater Management Act (Public Act 93-1049) calls for the creation of WPCs, specifies the Councils of Government of Cook County "shall be responsible for the coordination" of the WPCs, and allows for the District to provide funding for this responsibility. The NWMC has provided administrative assistance to the Upper Salt Creek and Poplar Creek WPCs and shares administrative duties for the North Branch of the Chicago River and Lower Des Plaines River WPCs with the West Central Municipal Conference. The current agreement with NWMC expires on December 31, 2015.

Payments will be in the form of reimbursement of funds the NWMC has expended in support of WPC activities. These payments will be made upon receipt of invoices from the NWMC, which will include receipts and/or other supporting documentation detailing their allowable expenses. The expenses will fall into one of two categories: personnel costs or reimbursable direct costs. The NWMC will be required to submit invoices for reimbursement of the hourly wage paid to their personnel for documented time spent on WPC activities of an administrative or clerical nature, but neither technical nor legal work will be funded through the NWMC. Direct costs will include reimbursement for such items as office supplies, facility charges, and reasonable food and beverage expense incurred for WPC meetings. Reimbursement for all such costs will be made to the NWMC up to the "not to exceed" limit established in the purchased order. The purchase order is intended to cover the activities of WPCs for 2016 and 2017.

Inasmuch as NWMC, 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).

The NWMC 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 NWMC, in an amount not to exceed \$30,000.00.

The estimated expenditure for 2016 is \$15,000.00, and 2017 is \$15,000.00. Funds for the 2016 and 2017 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Catherine A. O'Connor, Director of Engineering, WSS:JPM

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 November 19, 2015