



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 FEBRUARY 18, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 16-405-12 (Re-Bid), Provide Maintenance and Printing Supplies for Xerox Nuvera 288 and Docucolor 7002 at the MWRDGC Print Shop for a Thirty-Six (36) Month Period, to Xerox Corporation, in an amount not to exceed \$251,900.00, Account 101-15000-612800, Requisition 1405141

Dear Sir:

On November 5, 2015, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 16-405-11, Provide Maintenance and Printing Supplies for Xerox Nuvera 288 and Docucolor 7002 at the MWRDGC Print Shop for a Thirty-Six (36) Month Period. The contract expires February 28, 2019.

In response to a public advertisement of December 2, 2015, a bid opening was held on December 15, 2015. There were no bids received for this contract.

In response to a public re-advertisement of January 6, 2016, a bid opening was held on January 26, 2016. The bid tabulation for this contract is:

XEROX CORPORATION

*\$166,613.56

Two hundred and fifty-nine (259) companies were notified of this contract being advertised and eight (8) companies requested specifications.

The Director of Procurement and Materials Management has reviewed the bidders' list for this contract, and is satisfied that the market for this service has been adequately solicited. A plan holders' survey revealed the following reason for not bidding: could not provide the supplies and services requested. In light of these findings, the Director of Procurement and Materials Management is of the opinion that the bid received is a fair and reasonable price, and nothing would be gained by rejecting the sole bid and re-advertising this contract.

The quantities specified in the contract documents were used for the purpose of comparing bids and establishing unit prices. The total amount to be expended on this contract, should usage differ from the quantities, is not to exceed \$251,900.00

Xerox Corporation, the sole bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$251,900.00, placing the total bid of \$166,613.56 approximately 34 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) was not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Ordinance, Revised Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

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 16-405-12 (Re-Bid), to Xerox Corporation, in an amount not to exceed \$251,900.00.

The bid deposit, in the amount of \$12,500.00, will be retained in lieu of a performance bond, which is satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

Funds for the 2016 expenditure, in the amount of \$62,400.00, are available in Account 101-15000-612800. The estimated expenditures for 2017, 2018 and 2019 are \$88,074.52, \$86,874.52 and \$14,550.96, respectively. Funds for the 2017, 2018 and 2019 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 February 18, 2016