File #: 16-0688, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 7, 2016

<u>COMMITTEE ON PROCUREMENT</u>

Mr. David St. Pierre, Executive Director

Authority to advertise Contract 16-049-11, Furnish and Deliver Work Gloves to Various Locations for a One-Year Period, estimated cost $49,500.00, Account 101-20000-623700

Dear Sir:

Contract documents and specifications have been prepared to furnish and deliver work gloves to various locations for a one-year period, beginning approximately October 1, 2016 and ending September 30, 2017.

The purpose of this contract is to furnish and deliver work gloves to the District's storeroom, to maintain sufficient inventory levels, which are required for the day-to-day operational needs of the District. This contract is divided into four groups: Group A is for wool, cotton & fleece gloves, Group B is for neoprene, rubber & vinyl-coated gloves, Group C is for leather gloves and Group D is for rubber-palm gloves.

The estimated cost for this contract is $49,500.00.

No bid deposit is required for this contract.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

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

The tentative schedule for this contract is as follows:
Advertise   July 20, 2016
Bid Opening   August 9, 2016
Award   September 15, 2016
Completion   September 30, 2017

Funds are available in Account 101-20000-623700.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 16-049-11.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management,
DAL:SEB:CDD:me
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 July 7, 2016