



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 AUGUST 4, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 16-109-11, Perform Olfactometry Analysis of Odorous Gas Samples, to St. Croix Sensory, Inc., in an amount not to exceed \$35,875.00, Account 201-50000-612490, Requisition 1425944

Dear Sir:

On May 19, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 16-109-11, Perform Olfactometry Analysis of Odorous Gas Samples.

In response to a public advertisement of June 8, 2016, a bid opening was held on June 28, 2016. The bid tabulation for this contract is:

ST. CROIX SENSORY, INC.	\$35,875.00
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Four hundred eighty-seven (487) companies were notified of this contract being advertised and nine (9) 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 planholders' survey revealed the following reason for not bidding: could not provide the 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.

St. Croix Sensory, Inc., the sole bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$40,000.00, placing their bid of \$35,875.00 approximately 10.3 percent below the estimate.

St. Croix Sensory, Inc., is not registered to transact business in Illinois, but has submitted a certificate of good standing from the State of Minnesota. The Director of the Monitoring and Research Department has given approval to move forward with the recommendation to award.

The contract will be completed by December 31, 2017.

The Multi-Project Labor Agreement is not applicable due to the specialized nature of the services required.

There was no bid deposit required for this 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 16-109-11, to St. Croix Sensory, Inc., in an amount not to

exceed \$35,875.00.

Funds for the 2016 expenditure, in the amount of \$12,325.00, are available in Account 201-50000-612490. The estimated expenditure for 2017 is \$23,550.00. The 2017 expenditure is 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 August 4, 2016