



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

File #: 16-0826, Version: 1

### TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 4, 2016

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to award Contract 16-040-11 Furnish and Deliver Computer Supplies to Various Locations for a One-Year Period, Group A to Runco Office Supply and Equipment Company in an amount not to exceed \$1,103.00, Group B to Star Image Supply, Inc., in an amount not to exceed \$9,091.85, and Group C to The Office Pal, Inc., \$12,118.00. Account 101-20000-623810

Dear Sir:

On May 5, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 16-040-11 furnish and deliver computer supplies to various locations for a one (1) year period, beginning approximately August 1, 2016 and ending July 31, 2017.

In response to a public advertisement of May 18, 2016, a bid opening was held on June 7, 2016. The bid tabulation for this contract is:

#### GROUP A: MISCELLANEOUS SUPPLIES

ATLAS STATIONERS, INC.	\$981.45
RUNCO OFFICE SUPPLY & EQUIPMENT COMPANY	\$1,103.00
MIDWEST COMPUTER PRODUCTS, INC.	\$1,767.00
ANZY SUPPLY, INC.	\$1,888.95
ATLAS & ASSOCIATES, INC.	*\$3,878.26
*Corrected total	

#### GROUP B: BLACK LASER TONER CARTRIDGES

STAR IMAGE SUPPLY, INC.	\$9,091.85
BEBON OFFICE MACHINES	\$17,847.00
THE OFFICE PAL, INC.	*\$18,554.03
ATLAS STATIONERS, INC.	\$18,961.00
MIDWEST COMPUTER PRODUCTS, INC.	*\$20,713.70
RUNCO OFFICE SUPPLY & EQUIPMENT COMPANY	\$22,800.00
ANZY SUPPLY, INC.	\$39,916.95
CONTINENTAL RESOURCES, INC.	*\$67,633.64
ATLAS & ASSOCIATES, INC.	*\$76,308.90
*Corrected total	

#### GROUP C: COLOR LASER TONER CARTRIDGES AND PRINTER ACCESSORIES

THE OFFICE PAL, INC.	\$12,118.00
ATLAS & ASSOCIATES, INC.	\$14,691.00
RUNCO OFFICE SUPPLY & EQUIPMENT COMPANY	\$15,016.00
ATLAS STATIONERS, INC.	\$15,028.50

ANZY SUPPLY, INC.	\$16,302.98
BEBON OFFICE MACHINES	\$16,310.00
MIDWEST COMPUTER PRODUCTS, INC.	\$16,340.00

Five hundred thirteen (513) companies were notified of this contract being advertised and thirty-six (36) companies requested specifications.

Atlas Stationers, Inc., the low bidder for Group A, was unable to demonstrate compliance with the requirements of MWRD Board of Standards Specifications 12-09-21-04 and 12-09-21-05, which pertain to inkjet and fax cartridges, respectively. Therefore, in accordance with the contract documents, the bid is considered non-responsive and rejected. The Director of Procurement and Materials Management has notified Atlas Stationers of this action.

Runco Office Supply & Equipment Company, the lowest responsible bidder for Group A, is proposing to perform the contract in accordance with the specifications. The estimated cost for this group was \$1,200.00, placing Runco's bid of \$1,103.00 approximately 8.0 percent below the estimate.

Star Image Supply, Inc., the lowest responsible bidder for Group B, is proposing to perform the contract in accordance with the specifications. The estimated cost for this group was \$23,000.00, placing Star Image Supply's bid of \$9,091.85 approximately 61.0 percent below the estimate.

The Office Pal, Inc., the lowest responsible bidder for Group C, is proposing to perform the contract in accordance with the specifications. The estimated cost for this group was \$16,000.00, placing The Office Pal's bid of \$12,118.00 approximately 24.3 percent below the estimate.

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.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 16-040-11, Group A to Runco Office Supply & Equipment Company in an amount not to exceed \$1,103.00, Group B to Star Image Supply, Inc., in an amount not to exceed \$9,091.85, and Group C to The Office Pal an amount not to exceed \$12,118.00.

Purchase orders will be issued for the material as required. Payment will be based on the unit cost as indicated in the contract documents.

Funds are available in Account 101-20000-623810.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:CDD:np  
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

Attachment