



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0924, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 15, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to advertise Contract 16-480-11 Renew and Provide Maintenance and Support for all Existing MWRD Polycom Videoconference Equipment, estimated cost \$13,533.14, Account 101-27000-612840, Requisition 1432636

Dear Sir:

Contract documents and specifications have been prepared to renew and provide maintenance support for all existing MWRD Polycom videoconference equipment. This contract will end on April 30, 2018.

The purpose of this contract is to renew Polycom Premier Maintenance and support for all the existing District Polycom-based videoconference equipment from December 31, 2016 to April 30, 2018. This will enable the Information Technology Department to effectively manage the District's videoconference infrastructure.

The estimated cost for this contract is \$13,533.14.

A bid deposit is not required for this contract.

The Multi-Project Labor Agreement (MPLA) is not applicable to 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 the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	October 5, 2016
Bid Opening	October 18, 2016
Award	November 3, 2016
Completion	April 30, 2018

Funds are available in Account 101-27000-612840.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 16-480-11.

Requested, John Sudduth, Director of Information Technology, JS:SK:MN

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 September 15, 2016