



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-1356, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 15, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase orders to P. D. Morrison Enterprises, Inc., to Furnish and Deliver Miscellaneous Non-Stock Office Supplies to Various Locations under the State of Illinois Joint Purchasing Contract Number PSD4017241, in an amount not to exceed \$76,900.00, Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000, 40000, 50000, 66000, 67000, 68000, 69000-623520, Requisitions 1352438, 1352840, 1352845, 1353126, 1353506, 1353973, 1444007, 1446923, 1446930, 1446932, 1446933, 1446934, and 1447428

Dear Sir:

The State of Illinois awarded Contract #PSD 4017241 to P. D. Morrison for office supplies. The contract has a term of three years, from August 24, 2012 through August 23, 2015, with an option to extend for up to two additional years. The State of Illinois extended the contract and it ends August 23, 2017. The Metropolitan Water Reclamation District of Greater Chicago has the ability to participate under State Statute (5 ILCS 220), the Intergovernmental Cooperation Act.

Departments participating on this contract are the Board of Commissioners, General Administration, Monitoring and Research, Procurement and Materials Management, Human Resources, Information Technology, Law, Finance, Engineering, and Maintenance and Operations. The departments will issue new requisitions for each annual renewal period for this contract and will seek Board approval for each annual renewal period. The requested amount not to exceed of \$76,900.00 is for the period ending August 23, 2017.

As it relates to this contract, the term "miscellaneous non-stock" office supplies shall not include the following: toner cartridges, certain calculators, office furniture, printing services, telephones, dictation equipment, fax machines, copier machines, audio-visual equipment, computer equipment and electrical appliances.

P.D. Morrison Enterprises, Inc., utilizes various partners to fulfill and deliver the products ordered nationwide. P.D. Morrison Enterprises, Inc. utilizes Office Depot locally for these purchase orders.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders to P. D. Morrison Enterprises, Inc., in an amount not to exceed \$76,900.00.

Funds are being requested in 2017, in Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000, 40000, 50000, 66000, 67000, 68000, 69000-623520, and are contingent upon the Board of Commissioners' approval of the District's budget for 2017.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:jk
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 December 15, 2016