



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0443, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 20, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase orders to Staples Contract and Commercial, Inc., to Furnish and Deliver Miscellaneous Non-Stock Office Supplies to Various Locations under the National Joint Powers Alliance Purchasing (NJPA) Co-operative Contract Number 010615-SCC, in an amount not to exceed \$64,302.10, Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000, 40000, 50000, 66000, 67000, 68000, 69000-623520, Requisitions 1461808, 1461809, 1461810, 1462095, 1462096, 1462097, 1462099, 1462106, 1462107, 1462110, 1462218, 1462219, and 1462222

Dear Sir:

On May 19, 2011, the Board of Commissioners authorized to participate in the National Joint Powers Alliance (NJPA) co-operative. The Metropolitan Water Reclamation District of Greater Chicago has the ability to participate under State Statute (5 ILCS 220), the Intergovernmental Cooperation Act.

On August 1, 2015, the National Joint Powers Alliance (NJPA) co-operative entered into an agreement with Staples Contract and Commercial, Inc., under contract number 010615-SCC, to furnish and deliver office, school, and other workplace-related supplies and services. The contract has a term of four years, from August 1, 2015 through August 1, 2019.

A separate Board letter has been submitted for this Board meeting requesting the Board of Commissioners to terminate for convenience the District's current participation in the office supplies contract with P. D. Morrison Enterprises, Inc., under the State of Illinois Joint Purchasing Contract Number PSD4017241, due to ongoing State of Illinois budgetary issues.

Authorization is being requested to participate in the National Joint Powers Alliance (NJPA) co-operative contract agreement with Staples Contract and Commercial, Inc., under contract number 010615-SCC, to furnish and deliver miscellaneous non-stock office supplies to various locations.

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 \$64,302.10, is for the period ending December 31, 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.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders to Staples Contract and Commercial, Inc., in an amount not to exceed \$64,302.10.

Funds are available in Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000, 40000, 50000, 66000, 67000, 68000, 69000-623520.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:kp
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 April 20, 2017