



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-0637, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 15, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to advertise Contract 17-425-11 Furnish and Deliver Paper to Various District Locations for a Thirty-Six (36) Month Period, estimated cost \$180,000.00, Account 101-15000-623520, Requisition 1465252

Dear Sir:

Contract documents and specifications have been prepared to Furnish and Deliver Paper to Various District Locations for a Thirty-Six (36) Month Period. This contract begins September 10, 2017 and concludes September 9, 2020.

The purpose of this contract is to provide recycled white offset, color-copying digital, miscellaneous specialty, cover, stationery, and carbonless paper. The paper will be used throughout the District in copying machines and for printing in the District's Facilities Section.

The estimated cost for this contract is \$180,000.00. The estimated 2017, 2018, 2019, and 2020 expenditures are \$20,000.00, \$60,000.00, \$60,000.00, and \$40,000.00, respectively.

A bid deposit of \$9,000.00 is required for this contract.

The Multi-Project Labor Agreement 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.

The tentative schedule for this contract is as follows:

Advertise	June 28, 2017
Bid Opening	July 18, 2017
Award	August 3, 2017
Completion	September 9, 2020

Funds for the 2017 expenditures in the amount of \$20,000.00 are available in Account 101-15000-623520. Funds for the 2018, 2019, and 2020 expenditures are contingent upon the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 17-425-11.

Requested, Eileen M. McElligott, Administrative Services Officer, SAR:SKL:JRM:TG  
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 June 15, 2017