



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0665, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 15, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-23 Provide Food Services at the Main Office Building and at the Stickney Water Reclamation Plant for a Thirty-Six (36) Month Period, with Torres Restaurant Group, Inc. in an amount not to exceed \$122,085.75, Account 101-15000-612490, Requisition 1458946 (*As Revised*)

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Torres Restaurant Group, Inc. for food services at the Main Office Building (MOB) and Stickney Water Reclamation Plant (SWRP) for a thirty-six (36) month period.

This request for proposal is to sell and dispense prepared foods, food products, candy, confections, and non-alcoholic beverages at the two (2) District cafeterias, as well as provide coffee service at approved meetings.

Request for Proposal (RFP) 17-RFP-23 was advertised on March 29, 2017. Fifty-nine (59) firms were notified with seventeen (17) requesting proposals. Four (4) proposals were received on April 14, 2017, from Consolidated Management Company, Fooda, Inc., The Chatterbox Café, and Torres Restaurant Group, Inc.

The proposals were reviewed and evaluated by a panel consisting of one representative from the General Administration Department, Human Resources Department and Law Department and two representatives from the Procurement and Materials Management Department. The proposals were reviewed on the criteria stated in the RFP, such as understanding and approach to the scope of work, technical competence, cost of services, financial stability, insurance requirements, and license and permitting requirements. Following the panel's evaluation, the firms gave a presentation, responded to questions, and provided their Best and Final Offer on cost to the District.

Based on the evaluation of the technical proposals, the interviews conducted by the evaluation team, and the Best and Final Offer, Torres Restaurant Group, Inc., received the highest composite rating. The firm's score reflects their thorough understanding of the project and detailed approach to the work.

The agreement for 17-RFP-23 is anticipated to begin on July 3, 2017 and expire on July 2, 2020.

Torres Restaurant Group, Inc. will be responsible for providing take out containers and utensils which cannot contain Styrofoam and are biodegradable or recyclable, providing janitorial services for the SWRP cafeteria location, and providing detailed nutritional information on "healthy plate" offerings under the terms of this new agreement.

The Diversity Section has reviewed the Agreement and has concluded that Affirmative Action participation goals will not apply to this contract.

Inasmuch as Torres Restaurant Group, Inc. possesses a high degree of professional skill and technical expertise, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$122,085.75.

Funds for the 2017 expenditures in the amount of \$20,347.62 are available in Account 101-15000-612490. The estimated expenditure for 2018 is \$40,695.25, for 2019 is \$40,695.25, and for 2020 is \$20,347.63. Funds for 2018, 2019, and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Officer, SAR: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