



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0993, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 19, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-28 Fleet Vehicle Maintenance Management Services for a 36-Month Period, with LeasePlan USA, Inc. in an amount not to exceed \$1,251,184.00, Accounts 101-15000-612080 and 612860, Requisition 1461193 (*Deferred from the October 5, 2017 Board Meeting*)

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with LeasePlan USA, Inc. for fleet vehicle maintenance management services for a 36-month period.

This Request for Proposal is for a maintenance management program to administer the delivery of mechanical and collision repairs for 242 fleet vehicles, as well as to provide and administer fuel cards for an estimated 75 fleet vehicles.

Request for Proposal 17-RFP-28 was advertised on May 31, 2017. One-hundred (100) firms were notified, with seventeen (17) requesting proposals. Bid proposals were received on June 23, 2017 from the following three (3) firms: Automotive Rentals, Inc., LeasePlan USA, Inc., and Rokaitis Industries, Inc.

The three proposals were reviewed and evaluated by a panel consisting of three members from General Administration and one from the Procurement and Materials Management Department. Proposals and presentations were rated on project understanding, compliance with the scope of work, approach to the work, financial stability, cost of services, product support, and vendor qualifications.

LeasePlan USA, Inc.'s superior presentation, comprehensive understanding of the project, professionalism, and lowest cost proposal make it the best choice for the District.

The agreement will begin on November 1, 2017 and continue through October 31, 2020.

Inasmuch as the firm of LeasePlan USA, Inc. possesses a high degree of professional skill, 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 \$1,251,184.00.

Funds for the 2017 expenditure in the amount of \$63,088.17, are available in Accounts 101-15000-612080 and 612860. The estimated expenditures for 2018, 2019, and 2020 are \$419,293.69, \$419,293.69, and \$349,508.45 respectively, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Officer, SAR:SKL:JRM:JJ:LSA
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 October 19, 2017