



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-1133, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 2, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 17-425-12 (Re-Bid), Furnish and Deliver Paper to Various Locations for a Thirty-Six (36) Month Period, to Veritiv Operating Company, in an amount not to exceed \$174,617.08, Account 101-15000-623520, Requisition 1465252

Dear Sir:

On June 15, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids Contract 17-425-11, Furnish and Deliver Paper to Various Locations for a Thirty-Six (36) Month Period.

In response to a public advertisement of June 28, 2017, a bid opening was held on July 18, 2017. The sole bid was rejected at the Board Meeting of August 31, 2017.

In response to a public re-advertisement of September 13, 2017, a bid opening was held on October 3, 2017. The bid tabulation for this contract is:

VERITIV OPERATING COMPANY	\$174,617.08
BEBON OFFICE MACHINES	*\$185,266.35
*corrected total	

Two hundred eighty-seven (287) companies were notified of this contract being advertised and eighteen (18) companies requested specifications.

Veritiv Operating Company, the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$180,000.00, placing their bid of \$174,617.08 approximately 3 percent below the estimate.

The contract terminates on December 31, 2020.

The Multi-Project Labor Agreement is not included in this contract because it is primarily a furnish and deliver contract.

The Affirmative Action Ordinance, Revised Appendix D was not included in this contract because it is primarily a furnish and deliver contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order for Contract 17-425-12 (Re-Bid), to Veritiv Operating Company, in an amount not to exceed \$174,617.08.

The bid deposit, in the amount of \$9,000.00, will be retained in lieu of a performance bond, which is satisfactory to the Law Department and approved by the Director of Procurement and Materials Management.

Funds for the 2017 expenditure, in the amount of \$9,700.96, are available in Account 101-15000-623520. The estimated expenditures for 2018 are \$58,205.69, for 2019 are 58,205.69, and for 2020 are \$48,504.74. Funds for the 2018, 2019 and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm
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 November 2, 2017