



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-1247, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 7, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 17-304-11, Annual Maintenance, Repairing, Recharging, and Hydrostatic Pressure Testing of Portable Fire Extinguishers for a Thirty-Six (36) Month Period, to U.S. Fire & Safety Equipment Company, in an amount not to exceed \$107,444.00, Account 101-25000-612780, Requisition 1470413

Dear Sir:

On August 31, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 17-304-11, Annual Maintenance, Repairing, Recharging, and Hydrostatic Pressure Testing of Portable Fire Extinguishers for a Thirty-Six (36) Month Period. Correction of textual errors in the transmittal letter for contract 17-304-11 are also on the agenda of the Board Meeting of December 7, 2017. The contract will expire on December 31, 2020.

In response to a public advertisement on October 11, 2017, a bid opening was held on November 14, 2017. The bid tabulation for this contract is:

U.S. FIRE & SAFETY EQUIPMENT COMPANY	*\$107,444.00
*Corrected total	

Five hundred ninety-five (595) companies were notified of this contract being advertised and twelve (12) companies requested specifications. U.S. Fire & Safety Equipment Company, the sole responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$135,000.00, placing the bid of \$107,444.00, approximately 20.4 percent below the estimate.

The Director of Procurement and Materials Management has reviewed the bidders' list for this contract, and is satisfied that the market for this service has been adequately solicited. A planholders' survey revealed the following reason for not bidding: lack of interest in or inability to provide the required services. In light of these findings, the Director of Procurement and Materials Management is of the opinion that the bid received is a fair and reasonable price, and nothing would be gained by rejecting the sole bid and re-advertising this contract.

The Multi-Project Labor Agreement (MPLA) was not applicable to this contract because the classification of work does not fall within the provisions of MPLA.

The Affirmative Action Ordinance, Revised Appendix D is not applicable to this contract because the requested services do not provide practical or cost-effective opportunities for direct or indirect subcontracting, and there is an insufficient number of minority, women and small business enterprises available to bid on these services.

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 17-304-11 to U.S. Fire & Safety Equipment Company, in an

amount not to exceed \$107,444.00. The bid deposit in the amount of \$6,750.00 shall 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 2018 expenditures, in the amount of \$35,815.00 are available in Account 101-25000-612780. The estimated expenditures for 2019 and 2020 are \$35,815.00 and \$35,814.00 respectively. Funds for the 2018, 2019, and 2020 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJ:EK:JHC

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 December 7, 2017