



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-1271, **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 18-045-11, Publish Invitations to Bid for Contracts, Legal Notices for Original Entrance and Promotional Civil Service Examinations, and Other Legal Notices for a One-Year Period, to Sun-Times Media Productions, LLC, in an amount not to exceed \$54,600.00, Account 101-20000-612360, Requisition 1478066

Dear Sir:

On September 14, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 18-045-11, Publish Invitations to Bid for Contracts, Legal Notices for Original Entrance and Promotional Civil Service Examinations, and Other Legal Notices for a One-Year Period.

In response to a public advertisement of October 11, 2017, a bid opening was held on October 31, 2017. The bid tabulation for this contract is:

SUN-TIMES MEDIA PRODUCTIONS, LLC	\$54,600.00
CHICAGO TRIBUNE COMPANY, LLC	\$57,400.00
THE LAWNDALE NEWS GROUP	\$196,000.00
CHICAGO DEFENDER NEWSPAPER	*\$227,500.00
*Corrected Total	

Forty (40) companies were notified of this contract being advertised and ten (10) companies requested specifications.

Sun-Times Media Productions, LLC, the lowest responsible bidder, is proposing to perform the contract in accordance with specifications. The estimated cost for this contract was \$55,000.00, placing the bid of \$54,600.00 approximately 0.73 percent below the estimate.

The contract will be completed by December 31, 2018.

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 18-045-11, to Sun-Times Media, LLC, in an amount not to exceed \$54,600.00. A purchase order will be issued for the services as required. Payment will be based on the unit cost as indicated in the contract documents.

There was no bid deposit required for this contract.

Funds are being requested in 2018, in the amount of \$54,600.00, in Account 101-20000-612360. Funds for the 2018 expenditure is contingent on the Board of Commissioners' approval of the District's budget for that

year.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:MS:np
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