



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0006, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 4, 2018**

#### **COMMITTEE ON PROCUREMENT**

Mr. David St. Pierre, Executive Director

Issue purchase order for Contract 18-100-11, Furnish and Deliver Collection, Shipment, and Analysis of Water Samples from the Thornton Composite Reservoir and Monitoring Wells; Analysis of Monitoring Well Samples from the McCook Reservoir Site, to Andrews Engineering, Inc., in an amount not to exceed \$96,625.00, Account 101-16000-612490, Requisition 1467347 (*As Revised*)

Dear Sir:

On September 14, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 18-100-11, Furnish and Deliver Collection, Shipment, and Analysis of Water Samples from the Thornton Composite Reservoir and Monitoring Wells; Analysis of Monitoring Well Samples from the McCook Reservoir Site. The contract will expire on December 31, 2018.

In response to a public advertisement of November 8, 2017, a bid opening was held on November 28, 2017. The bid tabulation for this contract is:

ANDREWS ENGINEERING, INC.	\$96,625.00
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Three hundred forty-eight (348) companies were notified of this contract being advertised and twenty-one (21) companies requested specifications.

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 reasons for not bidding: could not provide the services requested; and not familiar with the equipment to be used. 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.

Andrews Engineering, Inc., the sole bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$97,640.00, placing their bid of \$96,625.00 approximately 1 percent below the estimate.

The Multi-Project Labor Agreement was not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Ordinance, Revised Appendix D was not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

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 18-100-11 to Andrews Engineering, Inc., in an amount not to

exceed \$96,625.00.

The bid deposit, in the amount of \$4,882.00, 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 are available, in the amount of \$96,625.00, in Account 101-16000-612490.

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 January 4, 2018