



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0232, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 15, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to advertise Contract 18-480-11 Provide One-Year Polycom Premier Support for Existing District Polycom Videoconference Units, estimated cost \$34,000.00, Account 101-27000-612840, Requisition 1488354

Dear Sir:

Contract documents and specifications have been prepared to provide Polycom Premier Support for existing District Polycom videoconference units. This contract begins on May 1, 2018.

The purpose of this contract is to provide Polycom Premier Support for all of the existing District Polycom videoconference equipment through April 30, 2019. This will enable the Information Technology Department to maintain and manage the District's videoconference infrastructure.

The estimated cost for this contract is \$34,000.00.

A bid deposit is not required for this contract.

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

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

The tentative schedule for this contract is as follows:

Advertise	March 21, 2018
Bid Opening	April 3, 2018
Award	April 19, 2018
Completion	April 30, 2019

Funds are available in Account 101-27000-612840.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 18-480-11.

Requested, John Sudduth, Director of Information Technology, JS:SK:JR
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 March 15, 2018