



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0412, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 3, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to advertise Contract 18-040-11, Furnish and Deliver Computer Supplies to Various Locations, for a One-Year Period, estimated cost \$35,400.00, Account 101-20000-623810

Dear Sir:

Contract documents and specifications have been prepared to furnish and deliver computer supplies to various locations for a one (1) year period, beginning approximately August 1, 2018 and ending July 31, 2019.

The purpose of this contract is to furnish and deliver computer supplies, such as toner cartridges, and laser printer labels, etc., to be stored in the District's storeroom to maintain sufficient inventory levels, which are required for the day-to-day operational needs of the District.

The estimated cost for this contract is \$35,400.00.

No bid deposit is required for this contract.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

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

The tentative schedule for this contract is as follows:

Advertise	May 16, 2018
Bid Opening	June 5, 2018
Award	July 12, 2018
Completion	July 31, 2019

Funds are available in Account 101-20000-623810.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 18-040-11.

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 May 3, 2018