



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0704, Version: 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 12, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to award Contract 18-040-11 Furnish and Deliver Computer Supplies to Various Locations for a One-Year Period, Group A to Runco Office Supplies Equipment Company in an amount not to exceed \$929.08, and Groups B and C to Star Image Inc., in an amount not to exceed \$26,972.13, Account 101-20000-623810

Dear Sir:

On May 3, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 18-040-11 furnish and deliver computer supplies to various locations for a one (1) year period, beginning approximately August 1, 2018 and ending July 31, 2019.

In response to a public advertisement of May 16, 2018, a bid opening was held on June 5, 2018. The bid tabulation for this contract is:

GROUP A: MISCELLANEOUS SUPPLIES

IT SAVVY	\$361.34
RUNCO OFFICE SUPPLIES EQUIPMENT COMPANY	\$929.08
RCM DATA CORPORATION	\$1,569.10

GROUP B: LASER PRINTER AND INKJET TONER CARTRIDGES, OEM AND OEM-COMPATIBLE

STAR IMAGE, INC.	*\$9,813.28
RCM DATA CORPORATION	\$14,409.90
RUNCO OFFICE SUPPLIES EQUIPMENT COMPANY	\$19,578.00
CDS OFFICE TECHNOLOGIES	\$22,588.22
IT SAVVY	*\$67,798.67

*Corrected total

GROUP C: LASER PRINTER AND INKJET TONER CARTRIDGES, OEM ONLY

STAR IMAGE, INC.	\$17,158.85
RUNCO OFFICE SUPPLIES EQUIPMENT COMPANY	\$19,808.00
CDS OFFICE TECHNOLOGIES	\$21,389.16
IT SAVVY	\$21,438.90
RCM DATA CORPORATION	\$22,730.10

Five hundred forty-nine (549) companies were notified of this contract being advertised and twenty-two (22) companies requested specifications.

IT Savvy, the low bidder for Group A, failed to bid all items in this group, which is a requirement of this contract. Therefore, in accordance with the contract documents, the bid is considered non-responsive and rejected in the public's best interest. The Director of Procurement and Materials Management has notified IT

Savvy of this action.

Runco Office Supplies Equipment Company, the lowest responsible bidder for Group A, is proposing to perform the contract in accordance with the specifications. The estimated cost for this group was \$1,400.00, placing the total bid of \$929.08 approximately 33.6 percent below the estimate.

Star Image, Inc., the lowest responsible bidder for Groups B and C, is proposing to perform the contract in accordance with the specifications. The estimated cost for these groups was \$34,000.00, placing the total bid of \$26,972.13 approximately 20.7 percent below the estimate.

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.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 18-040-11, Group A to Runco Office Supplies Equipment Company in an amount not to exceed \$929.08, and Groups B and C to Star Image, Inc., in an amount not to exceed \$26,972.13.

Purchase orders will be issued for the material as required. Payment will be based on the unit cost as indicated in the contract documents.

Bid deposits were not required for this contract.

Funds are available in Account 101-20000-623810.

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 July 12, 2018

Attachment