



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0729, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to advertise Contract 19-103-11 Furnish and Deliver Laboratory Coats and Coveralls, estimated cost \$27,600.00, Account 101-16000-612490, Requisition 1498397

Dear Sir:

Contract documents and specifications have been prepared to furnish and deliver laboratory coats and coveralls to the laboratories of the Monitoring and Research (M&R) Department. This contract is for three years, beginning approximately January 1, 2019 through December 31, 2021.

The purpose of this contract is to obtain rental laboratory coats for all laboratories operating in the M&R Department's Analytical Laboratories Division and Environmental Monitoring and Research Division. Rental laboratory coats and coveralls are required to protect laboratory personnel against chemical splashes when they are performing laboratory analytical procedures.

The estimated cost for this contract is \$27,600.00. The estimated 2019, 2020 and 2021 expenditures are \$9,200.00, \$9,200.00 and \$9,200.00, respectively.

A bid deposit is not required for this contract.

The Multi-Project Labor Agreement 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	August 15, 2018
Bid Opening	August 28, 2018
Award	September 20, 2018
Completion	December 31, 2021

Funds are being requested for 2019 in Account 101-16000-612490 and are contingent on the Board of Commissioners' approval of the District's budget for that year. Funds for subsequent years 2020 and 2021 are contingent on the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 19-103-11.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:DC:cls

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 August 2, 2018