File #: 18-0955, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 20, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to advertise Contract 19-003-11 Furnish and Deliver Laboratory Disposable Gloves and Flexible Tubing to Various Locations for a One (1) Year Period, estimated cost $71,000.00, Account 101-20000-623570

Dear Sir:

Contract documents and specifications have been prepared to Furnish and Deliver Laboratory Disposable Gloves and Flexible Tubing to Various Locations for a One (1) Year Period, beginning approximately January 1, 2019 and ending December 31, 2019.

The purpose of this contract is to furnish and deliver laboratory disposable gloves and flexible tubing, to be stored in the District's storerooms, to maintain sufficient inventory levels that are required for the day to day operational needs of the District.

The estimated cost for this contract is $71,000.00.

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	October 3, 2018
Bid Opening	October 16, 2018
Award	November 15, 2018
Completion	December 31, 2019

Funds are available in Account 101-20000-623570, and are contingent upon the Board of Commissioners' approval of the District's budget for that year.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 19-003-11.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:MS:cc
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 September 20, 2018

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