



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0972, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 20, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement for Contract 17-RFP-28R Fleet Vehicle Maintenance Management Services for a 36-Month Period, with LeasePlan USA, Inc. in an amount not to exceed \$1,248,984.00, Accounts 101-15000-612080 and 612860, Requisition 1461193

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with LeasePlan USA, Inc. for fleet vehicle maintenance management services for a 36-month period.

This Request for Proposal is for a maintenance management program to administer the delivery of mechanical and collision repairs for 248 fleet vehicles, as well as to provide and administer fuel cards for an estimated 75 fleet vehicles.

Request for Proposal 17-RFP-28R was advertised on August 8, 2018. Eighty-seven (87) firms were notified, with twenty-one (21) requesting proposals. Bid proposals were received on August 24, 2018 from the following two (2) firms: LeasePlan USA, Inc. and Merchants Fleet Management.

The two proposals were reviewed and evaluated by a panel consisting of two members from the General Administration Department, one from the Monitoring and Research Department, one from the Maintenance and Operations Department, and one from the Department of Procurement and Materials Management. Proposals and presentations were rated on project understanding, compliance with the scope of work, approach to the work, financial stability, cost of services, product support, and vendor qualifications.

LeasePlan USA, Inc.'s superior presentation, comprehensive understanding of the project, professionalism, and lowest cost proposal make it the best choice for the District.

The agreement will begin on November 1, 2018 and continue through October 31, 2021.

Inasmuch as the firm of LeasePlan USA, Inc. possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$1,248,984.00.

Funds for the 2018 expenditure in the amount of \$69,388.00, are available in Accounts 101-15000-612080 and 612860. The estimated expenditures for 2019, 2020, and 2021 are \$416,328.00, \$416,328.00, and \$346,940.00 respectively, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:LSA
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 September 20, 2018