



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0859, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 5, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order for Contract 19-483-12 (Re-Bid), Furnish and Deliver One-Year Subscription License Renewal of Smartsheet Software to the MWRDGC, to Softchoice Corporation, in an amount not to exceed \$13,950.00, Account 101-27000-612820, Requisition 1519031

Dear Sir:

On May 2, 2019, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 19-483-11, Furnish and Deliver One-Year Subscription License Renewal of Smartsheet Software to the MWRDGC. The contract expires on September 5, 2020.

In response to a public advertisement of May 22, 2019, a bid opening was held on June 4, 2019. There were no bids received for this contract.

In response to a public re-advertisement of July 17, 2019, a bid opening was held on July 30, 2019. The bid tabulation for this contract is:

SOFTCHOICE CORPORATION	\$13,950.00
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Five hundred eighty-six (586) companies were notified of this contract being advertised and seven (7) companies requested specifications.

The Director of Procurement and Materials Management has reviewed the bidders' list for this contract, and is satisfied that the market for this service has been adequately solicited. A planholders' survey revealed the following reasons for not bidding: could not provide the service requested. In light of these findings, the Director of Procurement and Materials Management is of the opinion that the bid received is a fair and reasonable price, and nothing would be gained by rejecting the sole bid and re-advertising this contract.

Softchoice Corporation, the sole bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost for this contract was \$14,325.00, placing their bid of \$13,950.00 approximately 2.6 percent below the estimate.

The Multi-Project Labor Agreement is not applicable to this contract because the classification of work does not fall within the provisions.

The Affirmative Action Ordinance, Revised Appendix D and Appendix V are not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be

authorized to issue a purchase order for Contract 19-483-12 (Re-Bid) to Softchoice Corporation, in an amount not to exceed \$13,950.00.

No bid deposit was required for this contract.

Funds are available in Account 101-27000-612820.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:cm
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 5, 2019