



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-1115, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 7, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase orders to Staples Contract and Commercial, Inc. to Furnish and Deliver Miscellaneous Non-Stock Office Supplies to Various Locations under the Sourcewell, formerly National Joint Powers Alliance (NJPA), Purchasing Co-operative Contract Number 010615-SCC, in an amount not to exceed \$71,200.00, Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000, 40000, 50000, 66000, 67000, 68000, 69000-623520, Requisitions 1462110, 1528468, 1528469, 1528585, 1528608, 1529007, 1529013, 1529301, 1529576, 1529892, 1530080, 1530336, and 1530358

Dear Sir:

On May 19, 2011, the Board of Commissioners authorized to participate in the Sourcewell, formerly National Joint Powers Alliance (NJPA), co-operative. The Metropolitan Water Reclamation District of Greater Chicago has the ability to participate under State Statute (5 ILCS 220), the Intergovernmental Cooperation Act.

On August 1, 2015, Sourcewell, formerly National Joint Powers Alliance (NJPA), entered into a co-operative agreement with Staples Contract and Commercial, Inc., under contract number 010615-SCC, to furnish and deliver office, school, and other workplace-related supplies and services. The contract has a term of four years, from August 1, 2015 through August 1, 2019, with one optional year extension which was exercised. The contract maturity date is August 1, 2020.

Authorization is being requested to participate in the Sourcewell, formerly National Joint Powers Alliance (NJPA), co-operative contract agreement with Staples Contract and Commercial, Inc. under contract number 010615-SCC, to furnish and deliver miscellaneous non-stock office supplies to various locations.

Departments participating on this contract are the Board of Commissioners, General Administration, Monitoring and Research, Procurement and Materials Management, Human Resources, Information Technology, Law, Finance, Engineering, and Maintenance and Operations. The departments will issue new requisitions for each annual renewal period for this contract and will seek Board approval for each annual renewal period.

As it relates to this contract, the term "miscellaneous non-stock" office supplies shall not include the following: toner cartridges, certain calculators, office furniture, printing services, telephones, dictation equipment, fax machines, copier machines, audio-visual equipment, computer equipment and electrical appliances.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue purchase orders to Staples Contract and Commercial, Inc. in an amount not to exceed \$71,200.00.

Funds are being requested in 2020 in Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000,

40000, 50000, 66000, 67000, 68000, 69000-623520, and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:kp
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 November 7, 2019