



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0735, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 17, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to Advertise Contract 20-RFP-12 Provide Vending Machines at Various Locations for a Thirty-Six (36) Month Period

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Contract 20-RFP-12 Provide Vending Machines at Various Locations for a Thirty-Six (36) Month Period, at the request of General Administration. The contract specifications require that all work commence on or around November 30, 2020 and end thirty-six (36) months thereafter.

The purpose of this contract is to provide nineteen (19) vending machines at ten (10) District locations for employee purchases.

There are no direct costs to the District for the services provided throughout the term of this proposal.

A proposal deposit is not required for this RFP.

Appendix A and Appendix V will not be included in this RFP because there are no direct costs to the District, and the successful proposer will be compensated through its vending sales.

The tentative schedule for this contract is as follows:

Advertise	September 30, 2020
Proposals Received	October 16, 2020
Award	November 19, 2020
Completion	November 30, 2023

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 20-RFP-12.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:CO

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 17, 2020

Attachment