



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0803, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 1, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to advertise Contract 20-425-11 Furnish and Deliver Paper to Various District Locations for a Thirty-Six (36) Month Period, estimated cost \$174,000.00, Account 101-15000-623520, Requisition 1549040

Dear Sir:

Contract documents and specifications have been prepared to furnish and deliver paper to various District locations for a thirty-six (36) month period. This contract begins December 15, 2020 and concludes December 14, 2023.

The purpose of this contract is to provide recycled white offset, color-copying digital, miscellaneous specialty, cover, stationery, and carbonless paper. The paper will be used throughout the District in copying machines and for printing in the District's Facilities Section.

The estimated cost for this contract is \$174,000.00. The estimated 2020, 2021, 2022, and 2023 expenditures are \$4,833.00, \$58,000.00, \$58,000.00, and \$53,167.00, respectively.

There is no bid deposit required for this contract.

The Multi-Project Labor Agreement 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.

Section 4, Coverage: The following provisions, to be known as "Appendix D" together with relevant forms shall apply and be appended to every construction contract awarded by the District where the estimated total expenditure is in excess of \$100,000.00, except contracts let in the event of an emergency contract pursuant to 70 ILCS 2605/11.5."

Section 5, Definitions: (g) "Construction contract" means any District contract or amendment thereto, providing for a total expenditure in excess on One Hundred Thousand Dollars (\$100,000.00) for the construction, demolition, replacement, major repair or renovation and maintenance of real property and improvement thereon or sludge hauling and any other related contract which the District deems appropriate to be subject to Appendix D consistent with the Ordinance.

The tentative schedule for this contract is as follows:

Advertise	October 14, 2020
Bid Opening	November 3, 2020
Award	December 3, 2020

Completion December 14, 2023

Funds for the 2020 expenditures in the amount of \$4,833.00 are available in Account 101-15000-623520. Funds for the 2021, 2022, and 2023 expenditures are contingent upon the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 20-425-11.

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 October 1, 2020