



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 09-1924, Version: 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 7, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to award Contract 10-041-11, Furnish and Deliver Data Storage Cartridges to Various Locations, for a One (1) Year Period, to Staples Contract & Commercial, Inc., in an amount not to exceed \$110,726.50, Account 101-20000-623810

Dear Sir:

On November 5, 2009, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-041-11 Furnish and Deliver Data Storage Cartridges to Various Locations for a One (1) Year Period, beginning approximately January 1, 2010 and ending December 31, 2010.

In response to a public advertisement of November 18, 2009, a bid opening was held on December 8, 2009. The bid tabulation for this contract is:

MIDWEST COMPUTER PRODUCTS INC.	\$104,740.00
GLOBAL GOV/ED SOLUTIONS, INC.	\$108,185.50
DISCOUNT MEDIA PRODUCT LLC.	\$109,170.00
STAPLES CONTRACT & COMMERCIAL, INC.	\$110,726.50
MALELO INC.	\$114,104.00
PACE SYSTEMS, INC.	\$117,435.00

Four hundred ninety-seven (497) companies were notified of the contract being advertised and thirty (30) companies requested specifications.

The low bids submitted by Midwest Computer Products Inc. and Global GOV/ED Solutions, Inc., are considered non-responsive and are rejected because both companies submitted their bids with bid deposits less than the required bid deposit amount of \$6,000.00. Both companies provided bid bonds indicating 5 percent of the amount bid. In addition, Discount Media Product LLC, submitted multiple bids in their proposal which is not in accordance with the bidding requirements as stated on page G-1, under Bid Requirements, paragraph 4, of the contract documents. The Director of Procurement and Materials Management has notified Midwest Computer Products Inc., Global GOV/ED Solutions, Inc. and Discount Media Product LLC of this action.

Staples Contract & Commercial, Inc., the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications. The estimated cost of this contract was \$120,000.00, placing the total bid of \$110,726.50 approximately 7.7 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) is not applicable to this contract because it is primarily a furnish and deliver contract.

The Revised Appendix D is not included in this contract because it is primarily a furnish and deliver contract.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 10-041-11, to Staples Contract & Commercial, Inc., in an amount not to exceed \$110,726.50.

Purchase orders will be issued for the material as required. Payment will be based on the unit cost as indicated in the contract documents. The bid deposit in the amount of \$6,000.00 will be retained in lieu of a performance bond, which is satisfactory to the Law Department and approved by the Director of Procurement and Materials Management. Funds are available in Account 101-20000-623810.

Recommended, Darlene A. LoCascio, Director of Procurement and Material Management, DAL:SEB:MB:jt
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 January 7, 2010