



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 7, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order for Contract 10-442-11, Furnishing On-Site Maintenance Service for Personal Computers, Laptops, Thin Client Units, LCD Flat Panel Monitors, Printers, Scanners and Peripherals, to Systems Solutions, Inc., in an amount not to exceed \$16,896.00, Account 101-27000-612810, Requisition 1281262

Dear Sir:

On November 5, 2009, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-442-11 Furnishing On-Site Maintenance Service for Personal Computers, Laptops, Thin Client Units, LCD Flat Panel Monitors, Printers, Scanners and Peripherals.

In response to a public advertisement of November 25, 2009, a bid opening was held on December 8, 2009. The bid tabulation for this contract is:

GROUP 1

SYSTEMS SOLUTIONS, INC.	*\$8,448.00
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GROUP 2

SYSTEMS SOLUTIONS, INC.	*\$8,448.00
*corrected total	

Four hundred fifty-eight (458) companies were notified of this contract being advertised and sixteen (16) 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 reason for not bidding: outside their area of business and could not meet the requirement of an authorized service center. 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.

Systems Solutions, Inc., the lowest responsible bidder for this contract, is proposing to perform the contract in accordance with the specifications.

The estimated cost for this contract was \$30,000.00, placing the total bid of \$16,896.00, approximately 43 percent below the estimate.

The Multi-Project Labor Agreement (MPLA) was not included in this contract because the classification of work does not fall within the provisions of the MPLA.

The revised Appendix D was not included in this contract because of the specialized nature of the services.

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 10-442-11, to Systems Solutions, Inc., in an amount not to exceed \$16,896.00.

No bid deposit was required for this contract.

Funds for the 2010 expenditure in the amount of \$8,448.00, are available in Account 101-27000-612810. The estimated expenditure for 2011 is \$8,448.00. Funds for the 2011 expenditure 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:klv
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