



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 AUGUST 12, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order for Contract 10-726-11, Furnish and Deliver Instrumentation to the North Side Water Reclamation Plant, to Hach Company, in an amount not to exceed \$72,250.00, Account 101-67000-623070, Requisition 1304562

Dear Sir:

On May 20, 2010, the Board of Commissioners authorized the Director of Procurement and Materials Management to advertise for bids, Contract 10-726-11 Furnish and Deliver Instrumentation to the North Side Water Reclamation Plant.

In response to a public advertisement of June 30, 2010 a bid opening was held on July 20, 2010. The bid tabulation for this contract is:

HACH COMPANY	\$72,250.00
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Three hundred ninety-four (394) companies were notified of this contract being advertised and twenty (20) 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. One vendor submitted only a bid deposit check, without the contract document and it was declared non responsive. A planholders' survey revealed the following reason for not bidding: goods or service was outside their area of business, and their product does not meet the specifications. 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.

Hach Company, the lowest responsible bidder, is proposing to perform the contract in accordance with the specifications.

The estimated cost for this contract was \$72,000.00, placing the total bid of \$72,250.00, approximately equal to the estimate.

The Multi-Project Labor Agreement was not included in this contract because it is primarily a furnish and deliver contract.

The revised Appendix D was 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 issue a purchase order for Contract 10-726-11 to Hach Company, in an amount not to exceed

\$72,250.00. The bid deposit, in the amount of \$3,600.00, 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 for the 2010 expenditure, in the amount of \$29,750.00, are available in Account 101-67000-623070. The estimated expenditure for 2011 is \$42,500.00. Funds for the 2011 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

Recommended, Darlene A. LoCascio, Director of Procurement and Material 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 August 12, 2010