



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 OCTOBER 7, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to advertise Contract 11-870-11 Janitorial Services at the Prairie Plan Site in Fulton County, Illinois, estimated cost \$30,000.00, Account 101-68000-612490, Requisition 1312892

Dear Sir:

Contract documents and specifications have been prepared for Contract 11-870-11, Janitorial Services at the Prairie Plan Site in Fulton County, Illinois, at the request of the Maintenance and Operations Department.

The purpose of this contract is to procure janitorial services for the Prairie Plan Site at Fulton County, Illinois, for a two-year period. The services will include general cleaning, mopping, vacuuming and trash removal, for a combined area of approximately 7,500 square feet, consisting of the Maintenance and Operations Department Office, the Monitoring and Research (M&R) Laboratory and the M&R Storage Building.

The estimated cost for this contract is \$30,000.00. The estimated 2011 and 2012 expenditures are \$15,000.00 and \$15,000.00, respectively.

The bid deposit for this contract is \$600.00.

The contract specifications require that all work commence approximately on January 1, 2011, or upon issuance of a Purchase Order, whichever occurs later, and terminate on December 31, 2012, or upon expenditure of available funds, whichever occurs sooner. Liquidated damages are one half of one day's price for any part of the daily work not performed, one day's price for any part of the weekly or monthly work not performed and five day's price for any part of the annual work not performed, as specified in the contract documents.

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

Revised Appendix D will not be included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	November 3, 2010
Bid Opening	November 23, 2010
Award	December 16, 2010
Completion	December 31, 2012

Funds are being requested in 2011, in Account 101-68000-612490, and are contingent on the Board of Commissioners' approval of the District's budget for that year. Funds for the subsequent year, 2012, are contingent on the Board of Commissioners' approval of the District's budget for that year.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 11-870-11.

Requested, Manju Prakash Sharma, Acting Director of Maintenance and Operations,
MPS:SO'C:MAG:LSC:SSG

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 7, 2010