



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 10-1169, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 7, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement for Contract 10-RFP-09, furnish, deliver and install one color high-speed printing system and one monochrome high-speed printing system with a five year repair, supply and maintenance agreement with Xerox Corporation, in an amount not to exceed \$956,181.00, Accounts 101-15000-634800 and 612800, Requisition 1299671

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Xerox Corporation for furnishing, delivering and installing one color high-speed printing system and one monochrome high-speed printing system with a five year repair, supply and maintenance agreement.

The objective and scope of work is to procure a color, high-speed printing system and a monochrome, high-speed printing system each with a five-year repair, supply and maintenance agreement for the District Print Shop. The project entails removing the existing equipment, installing the new equipment and training Print Shop staff in the operation of the equipment. The scope of work also calls for the installation of web-to-print software to allow the electronic sending of print jobs to the print shop from a user's desk which supports the District's paperwork reduction guidelines.

10-RFP-09 was advertised on June 23, 2010. One-hundred forty eight firms were notified (148), with nineteen (19) requesting proposals. Bid proposals were received on July 16, 2010 from the following five (5) firms: Ricoh Americas Corporation, Konica Minolta Business Solutions, Inc., Océ Imagistics Inc., Xerox Corporation, and Image Systems & Business Solutions, LLC. Image Systems & Business Solutions LLC was determined non-responsive due to failure to submit the required bid deposit, leaving four (4) firms to be evaluated.

The four proposals were reviewed and evaluated by a panel consisting of three members from General Administration and one each from Procurement, Engineering, and Information Technology. Proposals and presentations were rated on project understanding, compliance with the scope of work, financial stability, product support, and cost of services.

From the four firms that the District evaluated, Xerox Corporation is the firm recommended. Xerox Corporation presented the best understanding of the project based on the District's needs, had the greatest compliance with the scope of work, demonstrated that they provide the best product support, have the financial stability to support the equipment for its full working life, and presented a cost of service that meets the District's budgetary needs.

The agreement will begin upon award of the purchase order and continue through December 31, 2015.

Any expansion of the scope of work or extension of the contract completion date beyond December 31, 2015,

will require the approval of the Director of Procurement and Management Materials and the District's Board of Commissioners if the value of the additional work exceeds \$10,000.00.

The Affirmative Action Section has reviewed the agreement and has concluded that the agreement does not fall under Affirmative Action requirements because it is a furnish and deliver contract.

Inasmuch as Xerox Corporation presents the best understanding of the project based on the District's needs, has the greatest compliance with the scope of work, demonstrates that they provide the best product support, have the financial stability to support the equipment for its full working life, and presents a cost of service that meets the District's budgetary needs, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$956,181.00, which encompasses equipment costs, a yearly maintenance fee and estimated per click usage fees.

Funds for the 2010 expenditures, in the amount of \$501,171.00, are available in Accounts 101-15000-634800 and 101-15000-612800. The estimated expenditures for 2011 through 2015 are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen McElligott, Administrative Services Manager, EMcE:BKS:LJP:MG:PM:BTS

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