



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 10-1257, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 21, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to advertise Contract 10-468-11 Furnish and Deliver Forty-Seven (47) Multi-Functional Photocopier Devices and a Four (4)-Year Repair Service, Supplies, and Maintenance Agreement at Various District Locations, estimated cost \$385,000.00, Accounts 101-27000-634810, 612810 Requisition 1313308

Dear Sir:

Contract documents and specifications have been prepared to furnish and deliver forty-seven (47) multi-functional photocopier devices and a four (4)-year repair service, supplies, and maintenance agreement at various District locations.

The replacement cycle for photocopiers at various locations of the District is a year past due. In addition the current maintenance agreement for these copiers expires on January 31, 2011.

The estimated cost for this contract is \$385,000.00.

The bid deposit for this contract is \$19,250.

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

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

The tentative schedule for this contract is as follows:

Advertise	October 27, 2010
Bid Opening	November 16, 2010
Award	December 2, 2010
Completion	January 31, 2014

Funds are being requested in 2011, in Accounts 101-27000-634810, 612810 and are contingent on the Board of Commissioners' approve of the District's budget for that year. Funds for the subsequent years, 2012, 2013, and 2014 are contingent on the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 10-468-11.

Requested, Keith D. Smith, Director of Information Technology, KDS:EMJ:emj  
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 21, 2010