



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 10-1449, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 18, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to advertise Contract 11-425-11 Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a 36-Month Period, estimated cost \$450,000.00, Account 101-15000-623520, Requisition 1315251

Dear Sir:

Contract documents and specifications have been prepared to furnish and deliver offset and miscellaneous specialty paper to various District locations for a 36-month period.

The purpose of this contract is to provide recycled white offset, color-copying digital, miscellaneous specialty, cover, stationery, and carbonless paper. The paper will be used throughout the District in copying machines and for printing in the District's Facilities section.

The estimated cost for this contract is \$450,000.00. The estimated 2011, 2012, 2013, and 2014 expenditures are \$137,500.00, \$150,000.00, \$150,000.00, and \$12,500.00, respectively.

The bid deposit for this contract is \$22,500.00.

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	December 15, 2010
Bid Opening	January 4, 2011
Award	February 3, 2011
Completion	February 3, 2014

Funds are being requested in 2011, in Account 101-15000-623520, and are contingent on the Board of Commissioners' approval of the District's budget for that year. Funds for subsequent years, 2012, 2013, and 2014, are also 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 11-425-11.

Requested, Eileen McElligott, Administrative Services Manager, BKS:SL:TN:PJC  
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 November 18, 2010.