



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order and enter into an agreement for Contract 19-RFP-08, Lease One Digital, High-Speed Color Production Printing System and One Digital, High-Speed Monochrome Production Printing System with a Five Year Repair, Supply and Maintenance Agreement with Konica Minolta Business Solutions U.S.A., Inc. in an amount not to exceed \$412,722.80, Account 101-15000-612330, Requisition 1507089

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5/16/2019	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 16, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 19-RFP-08, Lease One Digital, High-Speed Color Production Printing System and One Digital, High-Speed Monochrome Production Printing System with a Five Year Repair, Supply and Maintenance Agreement with Konica Minolta Business Solutions U.S.A., Inc. in an amount not to exceed \$412,722.80, Account 101-15000-612330, Requisition 1507089

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Konica Minolta Business Solutions U.S.A., Inc. for leasing one color digital, high-speed printing system and one monochrome digital, high-speed printing system with a five year repair, supply and maintenance agreement, and execute any documents in furtherance thereof.

The objective and scope of work is to lease 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 which will allow the sending of print jobs to the print shop from a user's desk electronically which supports the District's paperwork reduction guidelines.

Contract 19-RFP-08 was advertised on December 19, 2018. One-hundred seventy nine (179) firms were notified, with eighteen (18) requesting proposals. Bid proposals were received on January 25, 2019 from the following four (4) firms: Ricoh USA, Konica Minolta Business Solutions U.S.A., Inc., Xerox Corporation, and Canon Solutions America, Inc.

The four proposals were reviewed and evaluated by a panel consisting of three members from General Administration and one each from Procurement, Human Resources, 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, Konica Minolta Business Solutions U.S.A., Inc. is the firm recommended. Konica Minolta Business Solutions U.S.A., Inc. presented a great understanding of the project based on the District's needs, complied with the scope of work, demonstrated that they provide the best product support, has the financial stability to support the equipment for its full working life, and presented the lowest cost of service of any proposer.

The agreement will begin upon award of the purchase order and terminate sixty (60) months thereafter.

The Affirmative Action Section has reviewed the agreement and has concluded that the agreement does not fall under Affirmative Action requirements because the requested services do not provide practical or cost-effective opportunities for direct or indirect subcontracting. In addition, there is a lack of MBE and WBE firms available to perform the requested services.

Inasmuch as Konica Minolta Business Solutions U.S.A., Inc. presented a great understanding of the project based on the District's needs, complies with the scope of work, demonstrates that they provide the best product support, has the financial stability to support the equipment for its full working life, and presented the lowest cost of service, 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 \$412,722.80, and execute any documents in furtherance thereof. This amount encompasses leasing costs, software installation and licensing, and a monthly maintenance fee based on per click usage fees.

Funds for the 2019 expenditures in the amount of \$48,150.99, are available in Account 101-15000-612330. The estimated expenditures of \$82,544.56; \$82,544.56; \$82,544.56; \$82,544.56; and \$34,393.57 for budget years 2020 through 2024 respectively are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:TG:kv
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 May 16, 2019