



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order to SHI International Corporation to Furnish and Deliver Adobe Creative Cloud for Teams Software License Renewal, in an amount not to exceed \$13,464.75, Account 101-27000-612820, Requisition 1525619

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| Date | Ver. | Action By | Action | Result |
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| 8/8/2019 | 1 | Board of Commissioners | Approved | Pass |

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 8, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order to SHI International Corporation to Furnish and Deliver Adobe Creative Cloud for Teams Software License Renewal, in an amount not to exceed \$13,464.75, Account 101-27000-612820, Requisition 1525619

Dear Sir:

Authorization is requested to issue a purchase order to SHI International Corporation to furnish and deliver Adobe Creative Cloud for Teams Software License Renewal for a one-year period under General Services Administration (GSA) Joint Purchasing Contract Contract GSA-35F-0111K. The District has the ability to participate in GSA contracts under the Government Joint Purchasing Act, 30 ILCS 525/0.01 et.seq. The coverage period is from August 31, 2019 through August 30, 2020.

GS-35F-0111K is a GSA Schedule 70 Contract which offers a wide range of software and accompanying services through licensing agreements. The GSA currently has a competitively bid contract with SHI International Corporation for the purchase of Adobe software and related services. The invitation to bid was issued to establish a contract to enable authorized governmental units to purchase Adobe software and software maintenance during the contract period which began on November 24, 2004 and expires on November 23, 2019.

The District uses Adobe Creative Cloud software to prepare various publications and communications.

SHI International Corporation, the sole source of supply under General Services Administration (GSA) Joint Purchasing Contract GS-35F-0111K of Adobe Acrobat Pro licenses and software maintenance, has submitted prices for the product required. Inasmuch as SHI International Corporation is the only source of supply for the product required, said purchase order may be issued without competitive bidding pursuant to Section 11.4 of

the Purchasing Act.

SHI International Corporation is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable to this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Appendix A and Appendix V are not included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue said purchase order to SHI International Corporation in an amount not to exceed \$13,464.75.

Funds are available in Account 101-27000-612820.

Requested, John Sudduth, Director of Information Technology, JS:SK:BVS:vn

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 August 8, 2019