



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0734, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John Murray, Acting Executive Director

Authority to advertise Contract 18-482-11 Furnish and Deliver Boardroom Audio Equipment, estimated cost \$42,000.00, Accounts 101-27000-612430, 623850, Requisition 1498876

Dear Sir:

Contract documents and specifications have been prepared for Contract 18-482-11, Furnish and Deliver Boardroom Audio Equipment. This contract will end on December 14, 2018.

The purpose of this contract is to furnish and deliver boardroom audio equipment. This will retire aging equipment and provide higher quality audio for meetings and video conferencing. It will also enhance security during closed session meetings by digitally encrypting wireless audio microphones. In addition, a visual recording in session indicator will be added.

The estimated cost for this contract is \$42,000.00.

A bid deposit is not required for this contract.

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

The Affirmative Action Ordinance, 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	September 5, 2018
Bid Opening	September 18, 2018
Award	October 4, 2018
Completion	December 14, 2018

Funds are being requested in 2018 in Accounts 101-27000-612430, 623850 and are contingent on the Board of Commissioner's' approval of a departmental budget transfer requested under a separate Board action.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 18-482-11.

Requested, John Sudduth, Director of Information Technology, JS:SK:JR:MN
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 2, 2018