



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 21-0038, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 7, 2021

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authorization to enter into an agreement for Contract 20-RFP-12, Provide Vending Machines at Various Locations for a Thirty-Six (36) Month Period with Compass Group USA, Inc. by and through its Canteen Division.

Dear Sir:

Authorization is requested to enter into an agreement with Compass Group USA, Inc. by and through its Canteen Division (Canteen) for vending services at various District locations.

The purpose of this agreement is to provide and maintain vending machines at various District locations. Under this contract the vendor is expected to ensure the machines are stocked and offer healthy options at a reasonable cost to District employees.

20-RFP-12 was advertised on October 7, 2020. One-hundred thirty (130) firms were notified, with fourteen (14) requesting proposals. One eligible bid proposal was received on October 30, 2020 from Canteen.

The proposal was reviewed and evaluated by a panel consisting of one member from both Procurement, and Law, and two members from General Administration. The proposal and presentation were rated on project understanding, compliance with the scope of work, approach to the work, and technical competence.

The District evaluated Canteen and deemed they presented an understanding of the project based on the District's needs, complied with the scope of work, demonstrated that they provide customer service and are willing to adapt to any requests of the District, and verified that their procurement process techniques will allow them to maintain the costs proposed throughout the life of the contract.

The agreement is scheduled to begin on February 1, 2021 and terminate on January 31, 2024.

The Affirmative Action Section has reviewed the agreement and has concluded that Appendix A and Appendix V will not be included in this contract because there are no direct costs to the District, and the successful Proposer will be compensated through its vending sales.

Canteen is registered to do business in, and is in good standing with, the State of Illinois.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to enter into an agreement per Section 11.4 of the Purchasing Act with Compass Group USA, Inc. by and through its Canteen Division.

Requested, William S. Sheriff, Acting Administrative Services Officer, SAR:JRM:CO
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 January 7, 2021