



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 3, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into agreement with Northwest Municipal Conference, for administrative assistance related to coordination of Watershed Planning Councils in Cook County, in an amount not to exceed \$20,000.00, Account 501-50000-612490, Requisition 1576096

Dear Sir:

Authorization is requested to issue a purchase order and enter into agreement with Northwest Municipal Conference (NWMC) for administrative assistance related to coordination of Watershed Planning Councils (WPCs). This purchase order will expire on December 31, 2023.

The Stormwater Management Act (Public Act 93-1049) calls for the creation of WPCs, specifies the Councils of Government of Cook County "shall be responsible for the coordination" of the WPCs, and allows for the District to provide funding for this responsibility. The NWMC has provide administrative duties for the Upper Salt and Poplar Creek WPCs and shares the administrative duties for the North Branch of the Chicago River and Lower Des Plaines River WPCs with the West Central Municipal Conference. The current agreement with NWMC expired on December 31, 2021.

Payments will be in the form of reimbursement of funds the NWMC has expended in support of WPC activities. These payments will be made upon receipt of invoices from NWMC, which will include receipts and/or other supporting documentation detailing their allowable expenses. The expenses will fall into one of two categories: personnel costs or reimbursable direct costs. The NWMC will be required to submit invoices for reimbursement of the hourly wage paid to their personnel for documented time spent on WPC activities of an administrative or clerical nature, but neither technical nor legal work will be funded through the NWMC. Direct costs will include reimbursement for such items as office supplies, facility charges, and reasonable food and beverage expense incurred for WPC meetings. Reimbursement for all such costs will be made to the NWMC up to the "not to exceed" limit established in the purchase order. The purchase order is intended to cover the activities of WPCs for 2022 and 2023.

Inasmuch as NWMC is the only source of supply for the services required, nothing would be gained by advertising for bids (Section 11.4 of the Purchasing Act).

The NWMC is registered and in good standing with the State of Illinois.

The Multi-Project Labor Agreement is not applicable due to the specialized nature of the services required.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with NWMC in an

amount not to exceed \$20,000.00.

Funds for the 2022 expenditure, in the amount of \$10,000.00, are available in Account 501-50000-612490. The estimated expenditure for 2023 is \$10,000.00. Funds for the 2023 expenditures are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Catherine A. O'Connor, Director of Engineering, KMF:JK

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 February 3, 2022