



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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File #: 22-0098, Version: 1

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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 Southwest Conference of Mayors, 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 1576098

Dear Sir:

Authorization is requested to issue a purchase order and enter into agreement with Southwest Conference of Mayors (SWCM) 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 SWCM has provide administrative duties to the Calumet Sag Channel WPC. The current agreement with SWCM expired on December 31, 2021.

Payments will be in the form of reimbursement of funds the SWCM has expended in support of WPC activities. These payments will be made upon receipt of invoices from SWCM, 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 SWCM 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 MCMC. 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 SWCM 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 SWCM 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 SWCM 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 SWCM in an amount not to exceed \$20,000.00.

Funds are being requested in 2022 and 2023 in Account 501-50000-612490, and are contingent on the Board of Commissioners' approval of the District's budget for those years. The estimated expenditure for 2022 is \$10,000.00 and 2023 is \$10,000.00.

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