



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 SEPTEMBER 1, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order to Tompkins Printing Equipment Company to furnish, deliver, and maintain a Xante En-Press envelope printing machine at the Main Office Building Annex, in an amount not to exceed \$39,495.00, Accounts 101-15000-612800/623520/634800, Requisition 1584624

Dear Sir:

Authorization is requested to issue a purchase order to Tompkins Printing Equipment Company (Tompkins) to furnish, deliver, and maintain a Xante En-Press envelope printing machine at the Main Office Building Annex. This purchase order will expire on December 31st, 2025.

Tompkins, the sole service provider of Xante printing machines and maintenance, has submitted prices for the services required. Inasmuch as Tompkins 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 Xante En-Press machine will replace an obsolete envelope printer and an obsolete plate maker. The new machine will allow print shop staff to digitally print on a wider range of media including letterhead, cards, envelopes, forms, brochures, mailers, labels, and banners. than the current envelope printing machine allows. This machine is digitally driven by software to automate prepress production from multiple user workstations. This machine includes the ability to print on polymer plates which will eliminate the need to use and maintain a separate platemaker in the print shop. The ability to print on polymer plates while specializing in envelope printing is unique to the Xante En-Press. It is also expected that the supplies (such as toner and drums) required to operate this new machine will cost about \$3,000.00 less per year than the current envelope printing machine. This purchase will also include a five-year service and supplies agreement.

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

The Multi-Project Labor Agreement and Affirmative Action Appendix A are not applicable due to the specialized nature of the services required.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order and enter into an agreement with Tompkins, in an amount not to exceed \$39,495.00.

Funds for the 2022 expenditure in the amount of \$21,495.00 are available in account 101-15000-634800. Funds for the subsequent years 2023, 2024, and 2025, in the amount of \$6,000.00 each, are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Shellie A. Riedle, Administrative Services Officer, JRM
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 September 1, 2022