

040065

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Board, Commissions & Committees (Green)
X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: March 17, 2004 (BOT) Date: April 1, 2004

TITLE: State Joint Purchasing Requisition for Rock Salt

SUBMITTED BY: Keith J. Surges, Operation Superintendent *KJS*

BACKGROUND/POLICY IMPLICATIONS:
See Attached Memo

FISCAL IMPACT/FUNDING SOURCE: \$110,000 / MFT 7370.733200

Review (as necessary):
Finance Director X *Donald Flood* Date 3/24/04
Village Manager X *W. T. Lichter* Date: 3/24/04

NOTE: All materials must be submitted to and approved by the Village Manager's office by 12:00 noon, Wednesday, prior to the Agenda Distribution.

To: William T. Lichter, Village Manager
From: Keith J. Surges, Operations Superintendent *KJS*
Date: March 17, 2004
Subject: Joint Purchase of Rock Salt

Public Works has been notified that the State of Illinois is joint purchasing rock salt. The Village has historically purchased salt in this manner, and has enjoyed a fairly consistent supply and low pricing. The Public Works Department wishes to participate in this program again.

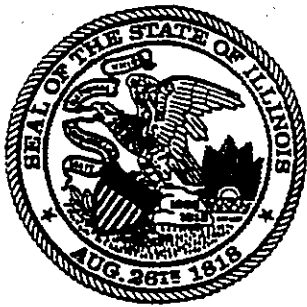
Village Board approval is requested to participate. An estimated 4,000 tons of salt will be used to de-ice Village streets in FY 05. Under the terms of the program the Village must purchase 2,800 tons by June 30, 2005 (70% of the requisition). Twelve years ago, one of the mildest winters on record, the Village used 2,091 tons. This winter so far we have received 3505 tons of salt. Please note the Village storage capacity is 750 tons. The Village also has the option of purchasing up to 5,200 tons at the same price (130% of the requisition). Depending on weather conditions, this option has been exercised before. As much as possible, this contract provides a low price and sufficient flexibility to prevent shortages or over-buying.

Once approved, the attached requisition will be submitted to the State for inclusion in their bid. Once awarded, Public Works will request Village Board approval to enter into a contract with the lowest responsible bidder at a specified price. At this time, approval to participate is all that is being requested.

There are two copies of the requisition attached please have the Village President sign upon Village Board approval. Please have these forms signed and returned to me as soon as possible in order that they may be received in Springfield no later then, April 30, 2004 @ 5:00PM.

Please place this item on the April 1, 2004 agenda for consideration by the Village Board.

Feel free to call me if you have any questions.



ILLINOIS

JOINT PURCHASING REQUISITION

Please return to:
Illinois Department of
Central Management Services
Bureau of Support Services
Procurement Services Division
801 William G. Stratton Building
Springfield, Illinois 62706
Fax: (217) 782-5187

J. P. #: L3250

Government Unit: Village of Lombard

Date: March 17, 2004

Address: 255 E. Wilson Avenue

City / State / Zip: Lombard, Illinois 60148

County: DuPage

Telephone #: (630) 620-5740

Contact Person: Keith J. Surges

Fax #: (630) 620-5982

Delivery Point Public Works 282 E. Central Avenue
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ITEM DESCRIPTION	QUANTITY	UNIT MEAS.	AMOUNT BUDGETED
Bulk Rock Salt (Sodium Chloride)	4,000	Tons	\$ 110,000

I certify that funds are available for the purchase of the items on this requisition and that such items are for the sole use of this government unit and not for the personal use of any official or individual.

In addition, I agree to abide by the Joint Purchasing Procedure established by the Department of Central Management Services.

SIGNATURE OF AUTHORIZED OFFICIAL OR AGENT

Village President

TITLE



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JOINT PURCHASING REQUISITION

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Government Unit: _____ Village of Lombard
 Address: _____ 255 E. Wilson Avenue
 City / State / Zip: _____ Lombard, Illinois 60148
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 Telephone #: _____ (630) 620-5740
 Contact Person: _____ Keith J. Surges
 Fax #: _____ (630) 620-5982

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 Village President
 TITLE