



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Details (With Text)

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**Title:** Report on advertisement of Request for Proposal 13-RFP-17, Feasibility Study on Records Management, estimated cost \$40,000.00, Account 101-40000-601170, Requisition 1362616.

**Sponsors:**

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Date	Ver.	Action By	Action	Result
7/11/2013	1	Committee of the Whole	Recommended	Pass
7/11/2013	1	Board of Commissioners	Published and Filed	Pass

### TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 11, 2013

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 13-RFP-17, Feasibility Study on Records Management, estimated cost \$40,000.00, Account 101-40000-601170, Requisition 1362616.

Dear Sir:

Request for proposal documents have been prepared to engage a firm experienced in preparing a feasibility study on records management at the request of the Finance Department.

The purpose of this request for proposal is to provide a comprehensive review of the District's current record retention and disposal process and to provide recommendations for improved efficiency that will include electronic retention and the proper disposal of records in accordance to the Local Records Act 50 ILCS 205.

The estimated cost for this request for proposal is \$40,000.00.

There is no bid deposit for this request for proposal.

Appendix A will not be included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this request for proposal is as follows:

Advertise	July 24, 2013
Proposals Due	August 23, 2013
Award	November 7, 2013
Completion	March 31, 2014

Funds for the current year are available in Account 101-40000-601170.

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management