



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 14-RFP-22 Remote Storage of District Records for a Thirty-Six (36) Month Period, estimated cost \$156,000.00, Account 101-15000-612490, Requisition 1376365

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4/3/2014	1	Board of Commissioners	Published and Filed	Pass
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TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 3, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 14-RFP-22 Remote Storage of District Records for a Thirty-Six (36) Month Period, estimated cost \$156,000.00, Account 101-15000-612490, Requisition 1376365

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Remote Storage of District Records for a Thirty-Six (36) Month Period, at the request of General Administration.

The purpose of this contract is to provide suitable storage for the District's official records at recommended environmental conditions, and destruction services as certain records become eligible. The storage contract is necessary to ensure the District's irreplaceable and other critical documents will be protected from loss due to fire, floods, and other natural disasters.

The estimated cost for this RFP is \$156,000.00.

A bid deposit is not required for this RFP.

Appendix A will not be included due to the scope of work performed under this RFP. The required services are usually provided by a single vendor and do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise April 16, 2014
Proposals Received May 16, 2014

Award	July 10, 2014
Completion	July 18, 2017

Funds for the 2014 expenditures in the amount of \$25,000.00 are available in Account 101-15000-612490. The estimated expenditures for 2015, 2016, and 2017 are \$52,000.00, \$52,000.00, and \$27,000.00, respectively. Funds for the 2015, 2016, and 2017 expenditures are contingent upon the Board of Commissioners' approval of the District's budget for those years.

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