



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Details (With Text)

File #: 15-0413 **Version:** 1
Type: Report **Status:** Deleted
File created: 4/9/2015 **In control:** Procurement Committee
On agenda: 4/23/2015 **Final action:** 4/23/2015
Title: Report on advertisement of Request for Proposal 15-RFP-19 Microfilming and Scanning Services for a Thirty-Six (36) Month Period, estimated cost \$75,000.00, Account 101-15000-612090, Requisition 1396190

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/23/2015	1	Board of Commissioners	Deleted	
4/23/2015	1	Committee of the Whole	Deleted	

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 23, 2015

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 15-RFP-19 Microfilming and Scanning Services for a Thirty-Six (36) Month Period, estimated cost \$75,000.00, Account 101-15000-612090, Requisition 1396190

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Microfilming and Scanning Services for a Thirty-Six (36) Month Period at the request of General Administration.

The purpose of this contract is to provide scanning, microfilming, and pick-up and delivery services for a thirty-six (36) month period.

The estimated cost for this RFP is \$75,000.00.

A bid deposit is not required for this RFP.

The contract specifications require that all work commence on January 1, 2016 and end on December 31, 2018.

Appendix A will not be included due to a lack of availability of MBE/WBE/SBE firms to perform the requested service.

The tentative schedule for this contract is as follows:

Advertise June 24, 2015

Proposals Received July 24, 2015

Award September 17, 2015

Completion December 31, 2018

Funds are requested in 2016, 2017, and 2018 in Account 101-15000-612090 and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Manager, JPN:SKL:WG:TG

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