



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 18-RFP-04 Professional Audio-Video Services for Examinations on an As-Needed Basis, with the option to extend for a 12-month period, estimated cost \$30,000.00, Account 101-25000-612430, Requisition 1487113

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Date	Ver.	Action By	Action	Result
2/15/2018	1	Board of Commissioners	Published and Filed	Pass
2/15/2018	1	Committee of the Whole	Recommended	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF February 15, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 18-RFP-04 Professional Audio-Video Services for Examinations on an As-Needed Basis, with the option to extend for a 12-month period, estimated cost \$30,000.00, Account 101-25000-612430, Requisition 1487113

Dear Sir:

Request for Proposal (RFP) documents have been prepared for professional audio-video services for examinations on an as-need basis, at the request of the Human Resources Department.

The purpose of these services is to provide audio-video documentation of candidates participating in performance tests, such as Truck Driver and Hoisting Engineer.

The estimated cost for this RFP is \$30,000.00.

A bid deposit is not required for this RFP.

The contract specifications require that all work be completed by December 31, 2018. The option for a 12-month extension is subject to Board approval.

The estimated cost of the work to be performed under this RFP is less than \$100,000.00. Therefore, Appendix A will not be included in this RFP.

The tentative schedule for this contract is as follows:

Advertise: February 21, 2018

Proposals Received: March 16, 2018
Award: May 17, 2018
Completion: December 31, 2018

Funds for 2018 are available in Account 101-25000-612430.

Requested, Beverly K. Sanders, Director of Human Resources

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