



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 14-0299, **Version:** 1

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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