



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 4, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 14-RFP-22 Remote Storage of District Records for a Three-Year Period, with R4 Services LLC, in an amount not to exceed \$119,000.00. Account 101-15000-612490, Requisition 1376365

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with R4 Services LLC for remote storage of District records for a three-year period.

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

On April 16, 2014, Request for Proposal 14-RFP-22 was advertised. Forty-eight (48) firms were notified and twenty-two (22) firms requested proposal documents. The District received five (5) proposals on May 16, 2014, from Access Information Management, Chicago Records Management, Inc., GRM Information Management Services, Inc., R4 Services LLC, and Recall Information Management. None of the proposals were non-responsive.

Several District employees, including the coordinator of the District's records activities, a Buyer from the Procurement and Materials Management Department, and records personnel from the Engineering and Human Resources Departments, reviewed the proposals. The proposals were evaluated based on criteria such as the quality of the proposal document and each proposer's presentation, storage facility, approach to work, cost of services, and technical competence.

Based on the preliminary evaluation of the proposer, on-site inspection conducted by the review team, and Best and Final Offer, R4 Services LLC received the highest composite rating. The firm's score reflects the excellent security of their facility and operations, the presence of state-of-the-art fire-suppression systems, and web-based tools for customer service.

Inasmuch as R4 Services LLC possesses the required facilities and a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue them a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$119,000.00.

Funds for the 2014 expenditures in the amount of \$19,500.00 are available in Account 101-15000-612490. The estimated expenditure for 2015 is \$40,000.00, for 2016 is \$40,000.00, and for 2017 is \$19,500.00. Funds for the 2015, 2016, and 2017 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:SL:WG:JMS:TG
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for September 4, 2014