



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 NOVEMBER 6, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 14-RFP-27, Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services for the District's Law Department for a Two-Year Period, with Aloha Document Services, Inc., in an amount not to exceed \$90,000.00, Accounts 101-30000-612090 and 401-50000-612090, Requisition 1380489

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Aloha Document Services, Inc. to provide the Law Department with reprographic and electronic discovery services for a two-year period with an option to extend the agreement for a third year at the same prices with Board approval.

The scope of the work specified in Contract 14-RFP-27 includes supplying the District's legal staff with reprographic and document imaging for electronic discovery services, including pick up and delivery, on an as needed basis.

In response to a public advertisement of July 23, 2014, a bid opening was held on August 22, 2014 for Contract 14-RFP-27. One hundred and four (104) firms were notified and sixteen (16) firms requested proposals. The District received two (2) proposals on August 22, 2014 as follows: Advanced Discovery, LLC; and Aloha Document Services, Inc. The proposal from Advanced Discovery, Inc. was deemed non-responsive and rejected for failure to provide original signatures on the Affidavit of Ownership.

Members of the evaluation committee include staff from the Law and Procurement and Materials Management departments. The evaluation was based upon the criteria as listed within the request for proposal with particular emphasis given to the requisite high level of expertise necessary in document imaging for electronic discovery services.

Upon review and matrix scoring of the written proposals, the evaluation committee made recommendation that Aloha Document Services, Inc., be invited to give a formal presentation, which took place on October 7, 2014. Upon the cumulative review and scoring of the written proposal, presentation interview and cost proposal, it has been determined that Aloha Document Services, Inc., has the qualifications necessary to perform the scope of work contained in Contract 14-RFP-27.

The quantities specified in the proposal documents were solely used for the purpose of reviewing the bid and establishing unit prices. Proposers were notified the proposal was limited to an as-needed basis, with no quantity guarantee provisions. The total amount to be expended on this contract is not to exceed \$90,000.00.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 14-RFP-27 to Aloha Document Services, Inc., in an amount not to exceed

\$90,000.00.

Funds are available in 2014, Account 101-30000-612090 in the amount of \$500.00 and in Account 401-50000-612090 in the amount of \$10,000.00.

Funds are being requested in 2015 in the amount of \$45,000.00 and in 2016 in the amount of \$34,500.00 in Account 101-30000-612090 and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Ronald M. Hill, General Counsel, RMH:LAG:TN:dmk

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 November 6, 2014