



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-0413, **Version:** 1

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### **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