



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 15-0496, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 21, 2015

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for 15-RFP-09 Professional Audio-Video Services for Examinations on an as needed basis for the period June 1, 2015 through December 31, 2017 with Big Shoulders Digital Video Productions, Inc., in an amount not to exceed \$90,000.00, Account 101-25000-601170, Requisition 1392698

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Big Shoulders Digital Video Productions, Inc. to provide professional audio-video services for examinations on an as needed basis for the period June 1, 2015 through December 31, 2017.

Forty-three (43) firms were invited to submit proposals in response to Request for Proposal 15-RFP-09, which was advertised on February 18, 2015. The District received three proposals on March 20, 2015 from Audio Visual Systems, Inc., Big Shoulders Digital Video Productions, Inc. and Video One Productions, Inc.

Staff from the Procurement and Materials Management and the Human Resources Departments independently evaluated each proposal in accordance with the established criteria outlined in Request for Proposal 15-RFP-09. After the evaluations, the three proposers were interviewed and required to provide a "best and final" offer. The "best and final" offers were due to the Director of Procurement and Materials Management by May 1, 2015. Based on the technical evaluation of the proposals, the vendor interviews and the "best and final" offers submitted by each vendor, it is recommended that a purchase order be awarded to Big Shoulders Digital Video Productions, Inc.

Big Shoulders Digital Video Productions, Inc. received a slightly lower score than Video One Productions Inc., in the proposal evaluation process; however, they have the lowest proposed cost and can provide the required services. Big Shoulders Digital Video Productions, Inc. is based in Chicago and has over twenty years of experience in audio-video services. Big Shoulders Digital Video Productions, Inc. has sufficient staff and equipment to obtain one to two digital video tapes of each candidate who participates in the performance tests for Truck Driver and Hoisting Engineer.

Inasmuch as Big Shoulders Digital Video Productions, Inc. possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement as per Section 11.4 of the Purchasing Act, with Big Shoulders Digital Video Productions, Inc. in an amount not to exceed \$90,000.00.

Funds for the 2015 expenditures, in the amount of \$30,000.00 are available in Account 101-25000-601170. The estimated expenditure for 2016 is \$30,000.00 and 2017 is \$30,000.00. Funds for 2016 and 2017 are contingent on the Board of Commissioners' approval of the District's budget for these years.

Requested, Denice E. Korcal, Director of Human Resources DEK:ADM

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda will be documented in the Official Regular Board Meeting Minutes of the Board of Commissioners for May 21, 2015.