



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 JULY 7, 2016

COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 15-RFP-19 (Re-Bid), Microfilming and Scanning Services for a Thirty-Six (36) Month Period with Microsystems, Inc., in an amount not to exceed \$318,297.75, Account 101-15000-612090, Requisition 1396190

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Microsystems, Inc. for microfilming and scanning services.

This request for proposal is for scanning, microfilming, and pick-up and delivery services.

Contract 15-RFP-19 (Re-Bid) was advertised on March 30, 2016. Twenty-three (23) firms were notified, with fourteen (14) requesting proposals. One (1) bid proposal was received on April 22, 2016 from Microsystems, Inc.

The proposal was reviewed and evaluated by a panel consisting of one (1) representative from Finance, one (1) representative from the Engineering Department, and one (1) representative from the Department of Procurement & Materials Management. Each department provided one (1) review for the firm. The proposal was reviewed on the criteria stated in the RFP, such as understanding and approach to the scope of work, cost of services, financial stability, and insurance requirements. Following the panel's evaluation, the firm gave a presentation, responded to questions, and provided their best and final offer on cost to the District.

Microsystems, Inc.'s knowledge of the District's needs and their microfilming and scanning experience qualifies them as the best suited to provide the requested services to the District.

The agreement will begin upon Board approval and execution of an agreement and purchase order and will continue for a thirty-six (36) month period.

Affirmative Action Appendix A will not be included due to a lack of availability to provide practical or cost-effective opportunities for direct or indirect subcontracting to perform the requested service.

Inasmuch as Microsystems, Inc. possesses the high degree of professional skill necessary to provide the services required, it is recommended that the Director of Procurement & Materials Management be authorized to issue a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$318,297.75.

Funds for the 2016 expenditure, in the amount of \$44,208.02, are available in Account 101-15000-612090. The estimated expenditures for 2017 is \$106,099.25, 2018 is \$106,099.25, and 2019 is \$61,891.23. Funds for the 2017, 2018, and 2019 expenditures are contingent on the Board of Commissioners' approval of the

District's budget for those years.

Requested, Eileen M. McElligott, Administrative Services Manager, SAR:JRM:GA

Recommended, Darlene A. LoCascio, Director of Procurement & 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 July 7, 2016