



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0725, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 7, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 16-RFP-25 to obtain Court Reporting Services for a three-year period, estimated cost \$400,000.00, Accounts 101-25000, 30000, 40000, 50000-612250 and 401, 501-50000-612250, Requisitions. 1430737, 1430739, 1430740 and 1430886

Dear Sir:

Request for Proposal documents have been prepared to engage licensed certified shorthand reporters to provide court reporting services for a three-year period, at the request of the Finance Department.

The purpose of the request for proposal is to provide interested bidders with sufficient information to prepare and submit proposals for court reporting services for the various District departments. The court reporting services are required to record and provide verbatim transcripts of the regular, special and other public meetings of the Board of Commissioners, depositions, court trials and motions, arbitrations, ordinance enforcement hearings and technical pre-bid conferences as well as Watershed Planning Council meetings.

The estimated cost for this request for proposal is \$400,000.00. The estimated 2017, 2018 and 2019 expenditures are \$133,333.00, \$133,333.00, and \$133,334.00 respectively.

A bid deposit is not required for this request for proposal.

Appendix A will be not be included because the services do not provide practical or cost-effective opportunities for direct or indirect subcontracting. Moreover, there is a lack of MBE/WBE/SBE firms available to perform the requested service.

The tentative schedule for this contract is as follows:

Advertise	August 10, 2016
Proposals Received	September 9, 2016
Award	November 17, 2016
Completion	December 31, 2019

Funds are being requested in 2017, 2018 and 2019, in Account 101-25000-612430, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Funds for years 2017, 2018 and 2019 are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Jacqueline Torres, Clerk/Director of Finance, JT:mmv

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management

