



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0788, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 4, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 16-RFP-27 Pre-Employment Physical Examination and Drug/Alcohol Testing Services, estimated cost \$140,000.00, Account 101-25000-612260, Requisition 1432072

Dear Sir:

Request for Proposal documents have been prepared for pre-employment physical examination and drug/alcohol testing services at the request of the Human Resources Department.

The purpose of this contract is to select a vendor to perform pre-employment medical examinations and drug tests as part of the pre-employment screening process; perform these same services for employees in return-to-work situations; and to perform on-site drug testing services for employees subject to the District's random drug testing policy and in post-accident and reasonable suspicion situation. The current provider of these services, Loyola University Medical Center, has notified the District that it will be shutting down its occupational health services unit effective October 31, 2016. The new contract will cover the period from November 1, 2016 through December 31, 2019.

The estimated cost for this contract is \$140,000.00. The estimated 2016, 2017, 2018 and 2019 expenditures are \$5,000.00, \$45,000.00, \$45,000.00 and \$45,000.00 respectively.

No bid deposit is required for this request for proposal.

Appendix A will not be included with this request for proposal 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	August 10, 2016
Proposals Received	August 26, 2016
Award	October 20, 2016
Completion	December 31, 2019

Funds are available in 2016 in Account 101-25000-612260. Funds for subsequent years will be contingent on the Board of Commissioners approval of the District's budget for those years.

Requested, Beverly K. Sanders, Acting Director of Human Resources,
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management