



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0566, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 1, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-27 Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services for the District's Law Department for a two-year period with an option to extend for an additional year, estimated cost \$40,000.00, Accounts 101-30000-612090 and 401-50000-612090, Requisition 1464223

Dear Sir:

Request for Proposal 17-RFP-27 documents have been prepared for Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services at the request of the Law Department.

The purpose of this contract is to obtain reprographic and electronic discovery services, including pick-up and delivery, on an as needed basis for a two year period.

The estimated cost for this RFP is \$25,000.00 for 2018 and \$15,000.00 for 2019.

A bid deposit is not required for this RFP.

The Affirmative Action Section reviewed the request for proposal and concluded that Appendix A will not be applicable since the total expenditures for this contract will not exceed \$100,000.00.

The tentative schedule for this contract is as follows:

Advertise	June 14, 2017
Proposals Received	July 14, 2017
Award	August 3, 2017
Completion	January 1, 2020

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

Requested, Susan T. Morakalis, Acting General Counsel, STM:LAG:TN:bh

Recommended, Darlene A. LoCascio, Director of Procurement and 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 June 1, 2017