



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-0685, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING JULY 6, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 17-RFP-32 Insurance Broker Services for the purpose of contracting with a qualified firm or firms to provide the District with insurance brokerage and professional services for a three-year period, estimated cost \$772,725.00, Account 101-25000-612430, Requisition 1466266

Dear Sir:

Request for Proposal 17-RFP-32 documents have been prepared for Insurance Broker Services at the request of the Human Resources Department. It is anticipated that the service agreement(s) will begin on January 1, 2018 and be effective until December 31, 2020.

The purpose of this contract is to retain a broker or brokers to assist the District in obtaining a variety of insurance coverages, including Property, Excess Casualty, Fiduciary Liability, Marine Hull and Liability, Government Crime, Cyber, Environmental, Group Business Travel Accident, Group Term Life, and special events coverage as well as providing related services.

The estimated cost for this RFP is \$772,725.00. The estimated 2018, 2019, and 2020 expenditures are \$250,000.00, \$257,500.00 and \$265,225.00 respectively.

A bid deposit is not required for this RFP.

Appendix A will be included in this RFP. The type of work to be performed under this contract is within the professional services category for establishing Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE) and/or Small Business Enterprises (SBE) goals. The MBE, WBE, and/or SBE goals for this contract are: 10 percent MBE, 5 percent WBE, and 10 percent SBE.

The tentative schedule for this contract is as follows:

Advertise	July 19, 2017
Proposals Received	August 18, 2017
Award	November 16, 2017
Completion	December 31, 2020

Funds for 2018, 2019, and 2020 will be requested in Account 101-25000-612430, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RAJ:aw  
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management