



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-1196, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 16, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase order and enter into an agreement for Contract 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 Inservio3, LLC in an amount not to exceed \$40,000.00, Accounts 101-30000-612090 and 401-50000-612090, Requisition 1464223

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Inservio3, LLC to provide the Law Department with reprographic and electronic discovery services for a two year period with an option to extend the agreement for a third year at the same prices with Board approval.

The scope of the work specified in Contract 17-RFP-27 includes supplying the District's legal staff with reprographic and document imaging for electronic discovery services, including pick-up and delivery, on an as needed basis.

In response to a public advertisement of June 14, 2017, a bid opening was held on July 14, 2017 for Contract 17-RFP-27. One hundred and eighty (180) firms were notified and twenty (20) firms requested proposals. The District received four (4) proposals on July 14, 2017 as follows: 3<sup>rd</sup> Coast Imaging, Inc., Aloha Document Services, Inc., d/b/a Aloha Print Group, Canon Solutions America, Inc., and Inservio3, LLC.

Members of the evaluation committee include staff from the Law and Procurement and Materials Management departments. The evaluation was based upon the criteria as listed within the request for proposal with particular emphasis given to the requisite high level of expertise necessary in document imaging for electronic discovery services.

Upon review and matrix scoring of the written proposals, the evaluation committee made recommendation that Aloha Document Services, Inc., D/B/A Aloha Print Group, Canon Solutions America, Inc., and Inservio3, LLC be invited to give formal presentations, which took place on October 23 and October 24, 2017. Upon the cumulative review and scoring of the written proposals, presentation interviews and cost proposals, it has been determined that Inservio3, LLC has the qualifications necessary to perform the scope of work contained in Contract 17-RFP-27.

The quantities specified in the proposal documents were solely used for the purpose of reviewing the bid and establishing unit prices. Proposers were notified the proposal was limited to an as-needed basis, with no quantity guarantee provisions. The total amount to be expended on this contract is not to exceed \$40,000.00.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to award Contract 17-RFP-27 to Inservio3, LLC in an amount not to exceed \$40,000.00.

Funds are being requested in 2018 in Account 101-30000-612090 in the amount of \$15,000.00 and in Account 401-50000-612090 in the amount of \$10,000.00 and in 2019 in the amount of \$15,000.00 in Account 101-30000-612090 and are contingent on the Board of Commissioners' approval of the District's budget for those years.

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

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 November 16, 2017