



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0080, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 1, 2018**

#### COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 18-RFP-08, Court Reporting Services for a three-year period, estimated cost \$366,000.00, Accounts 101-25000-612250, 101-30000-612250, 101-40000-612250, 401-50000-612250, and 501-50000-612250, Requisition 1485604 (*As Revised*)

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Court Reporting Services, at the request of the Finance department. The contract begins in 2019 for a period of three years to engage licensed certified shorthand reporters to provide court reporting services.

The purpose of this RFP 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 RFP is \$366,000.00. The estimated 2019, 2020 and 2021 expenditures are \$122,000.00, \$122,000.00 and \$122,000.00 respectively.

A bid deposit is not required for this RFP.

Appendix A will be not be included because the services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

The tentative schedule for this contract is as follows:

Advertise	March 7, 2018
Proposals Received	April 6, 2018
Award	June 7, 2018
Completion	December 31, 2021

Funds for the years 2019, 2020 and 2021 are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:ah  
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management