



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0143, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF February 15, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 18-RFP-04 Professional Audio-Video Services for Examinations on an As-Needed Basis, with the option to extend for a 12-month period, estimated cost \$30,000.00, Account 101-25000-612430, Requisition 1487113

Dear Sir:

Request for Proposal (RFP) documents have been prepared for professional audio-video services for examinations on an as-need basis, at the request of the Human Resources Department.

The purpose of these services is to provide audio-video documentation of candidates participating in performance tests, such as Truck Driver and Hoisting Engineer.

The estimated cost for this RFP is \$30,000.00.

A bid deposit is not required for this RFP.

The contract specifications require that all work be completed by December 31, 2018. The option for a 12-month extension is subject to Board approval.

The estimated cost of the work to be performed under this RFP is less than \$100,000.00. Therefore, Appendix A will not be included in this RFP.

The tentative schedule for this contract is as follows:

Advertise:	February 21, 2018
Proposals Received:	March 16, 2018
Award:	May 17, 2018
Completion:	December 31, 2018

Funds for 2018 are available in Account 101-25000-612430.

Requested, Beverly K. Sanders, Director of Human Resources

Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management