



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0192, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 15, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Report on advertisement of Request for Proposal 18-RFP-09 Community Education Partner Services, estimated cost \$100,000.00, Account 101-15000-612490, Requisition 1485615 (*Deferred from the March 1, 2018 Board Meeting*)

Dear Sir:

Request for Proposal (RFP) documents have been prepared for 18-RFP-09, Community Education Partner Services, at the request of General Administration.

The purpose of this contract is to procure the services of partners to expand the District's community education program.

The total cost for this RFP is not to exceed \$100,000.00. The District intends to award this RFP to the top five proposers at a cost not to exceed \$20,000.00 each.

A bid deposit is not required for this RFP.

The contract specifications require that all work commence on or around June 21, 2018 and end on December 31, 2018.

Appendix A will not be included in this RFP because the estimate for each individual award is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

The tentative schedule for this contract is as follows:

Advertise	March 20, 2018
Proposals Received	April 13, 2018
Award	June 21, 2018
Completion	December 31, 2018

Funds are available in Account 101-15000-612490.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:TG
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management