



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

---

**File #:** 18-0572, **Version:** 1

---

### **TRANSMITTAL LETTER FOR BOARD MEETING OF June 21, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement for 18-RFP-04 Professional Audio-Video Services for Examinations on an as needed basis, with Video One Productions, Inc., with the option to extend for a 12-month period, in an amount not to exceed \$30,000.00, Account 101-25000-612430, Requisition 1487113

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Video One Productions, Inc., to provide professional audio-video services for examinations on an as needed basis, with the option to extend for a 12-month period.

Forty two (42) firms were invited to submit proposals in response to Request for Proposal 18-RFP-04, which was advertised on February 21, 2018. The District received one proposal on April 5, 2018 from Video One Productions, Inc.

Staff from the Procurement and Materials Management and the Human Resources Departments independently evaluated each proposal in accordance with the established criteria outlined in Request for Proposal 18-RFP-04. After the evaluations, the proposer was interviewed and required to provide a "best and final" offer. The "best and final" offer was due to the Director of Procurement and Materials Management by May 15, 2018. Based on the technical evaluation of the proposal, the vendor interview and the "best and final" offer submitted by the vendor, it is recommended that a purchase order be awarded to Video One Productions, Inc.

Video One Productions, Inc. is based in Chicago and has over thirty years of experience in audio-video services. Video One Productions, Inc. has sufficient staff and equipment to provide audio-video tapes of each candidate who participates in the performance tests for Truck Driver and Hoisting Engineer. Video One Productions, Inc. has previously provided audio-video services for District examinations and was successful in doing so.

Inasmuch as Video One Productions, Inc. possesses a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement as per Section 11.4 of the Purchasing Act, with Video One Productions, Inc. in an amount not to exceed \$30,000.00.

Funds for the current year are available in Account 101-25000-612430.

Requested, Beverly K. Sanders, Director of Human Resources BKS:ADM  
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management  
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda will be documented in the Official Regular Board Meeting Minutes of the Board of Commissioners for June 21, 2018