



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0475, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 16, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Report on advertisement of Request for Proposal 19-RFP-19 On-site Mobile Drug and Alcohol Testing Services, estimated cost \$45,000.00, Account 101-25000-612260, Requisition 1520296

Dear Sir:

Request for Proposal documents have been prepared for a vendor to perform mobile on-site drug testing services at the request of the Human Resources Department.

The contract On-site Mobile Drug and Alcohol Testing services will be utilized in circumstances when employees are subject to the District's random drug testing policy and in post-accident and reasonable suspicion situations when drug testing is required. This professional services contract will cover the period from January 1, 2020 through December 31, 2022.

The estimated cost for this contract is \$45,000.00 with an estimated annual cost of \$15,000.00.

No bid deposit is required for this request for proposal.

The Diversity Section reviewed the request for proposal and concluded that Appendix A and Appendix V would not be applicable since the estimated total expenditures are below \$100,000.00.

The tentative schedule for this contract is as follows:

Advertise	June 26, 2019
Proposals Received	July 26, 2019
Award	October 17, 2019
Completion	December 31, 2022

Funds are being requested in 2020, 2021 and 2022 in Account 101-25000-612260, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:BRD

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