



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 19-1005, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 17, 2019**

#### **COMMITTEE ON PROCUREMENT**

Mr. Brian A. Perkovich, Executive Director

Authority to Advertise Contract 19-RFP-40 Safety Consulting Services, estimated cost \$50,000.00, Account 101-25000-612430, Requisition 1530480 (*As Revised*)

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Safety Consulting Services, at the request of the Human Resources Department. The contract will end July 30, 2020.

The purpose of this contract is to select a qualified safety firm to provide an objective and professional assessment of the overall effectiveness of the District's safety program. In addition to an assessment of the existing program, the selected consultant will develop standard operating procedures for selected hazardous work locations and assignments and review and make recommendations as needed to: existing written safety programs and processes, the approach to safety training, including safety training topics and training schedules.

The estimated cost for this RFP is \$50,000.00.

No bid deposit is required for this RFP.

The Affirmative Action Ordinance, Appendix A and Appendix V is not included in this RFP because the estimate for these services 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	October 23, 2019
Proposals Received	November 22, 2019
Award	January 23, 2020
Completion	July 30, 2020

Funds for the year 2020 are contingent on the Board of Commissioners' approval of the District's budget for that year.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 19-RFP-40.

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

Recommended, Darlene A LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the Official Regular Board Meeting Minutes of the Board

of Commissioners for October 17, 2019

Attachment