



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 19-1058, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 7, 2019**

#### **COMMITTEE ON PROCUREMENT**

Mr. Brian A. Perkovich, Executive Director

Authority to Advertise Contract 19-RFP-27 Odor Recognition in Wastewater Treatment, for a Three-Year Period, with an option to extend for an additional two (2) years, in an amount not to exceed \$30,000.00, Account 101-25000-601100, Requisition 1531287

Dear Sir:

Request for Proposal (RFP) documents have been prepared for on-site training services in Odor Recognition in Wastewater Treatment for a Three-Year Period at the request of the Monitoring and Research and Human Resources Departments.

The purpose of this RFP is to select a qualified vendor to provide on-site training to assist employees in identifying various odors throughout the wastewater treatment process by learning different testing and monitoring procedures. Employees will learn how to identify odors, determine their intensity, and identify their possible source through sample specimens for each odor. The ability to detect and categorize odors will better assist employees in determining the source of an odor so that it can be addressed. The training will occur in years 2020, 2021, and 2022.

The estimated cost for this RFP is \$30,000.00 for a three-year period. The estimated costs for 2020, 2021, and 2022 are \$10,000.00 for each year.

A bid deposit is not required for this request for proposal.

Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00. Since the estimated cost for these services is \$30,000.00, Affirmative Action participation goals will not apply. Therefore, Appendix A and Appendix V are not included.

The tentative schedule for this contract is as follows:

Advertise	November 13, 2019
Proposal Due Date	December 13, 2019
Finalist Interviews	Week of January 13, 2020
Contract Award	February 1, 2020

Funds for years 2020, 2021, and 2022 are contingent on the Board of Commissioners' approval of the District's budget for those years in Account 101-25000-601100.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:KMB  
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 November 7, 2019

Attachment