



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 09-1912, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 7, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement for Contract 09-RFP-10 Microfilming and Scanning Services for a Twenty-four Month Period with Vital Image Management, Inc., in an amount not to exceed \$145,711.41, Account 101-15000-612090, Requisition 1261142

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Vital Image Management, Inc. for microfilming and scanning services for a twenty-four month period.

The purpose of the request for proposal was to procure a qualified vendor to provide microfilming/scanning services for a twenty-four month period. The records maintained by the District are to be converted to CD ROM, DVD, or microfilm as per the specifications included in the request for proposal's detailed specifications.

The request for proposal 09-RFP-10 was advertised on June 3, 2009, and sixteen planholders requested bid documents. A mandatory pre-proposal conference and on-site inspection was scheduled on June 11, 2009 and was attended by eight firms. Five bids were opened on July 10, 2009, and the following firms submitted responsive bids:

ABC Data Entry Systems, Inc.  
Federal Records Storage  
Vital Image Management, Inc.

American Cadastre LLC  
Microsystems, Inc.

The evaluation team, comprised of staff members from the General Administration, Procurement, and Materials Management, Finance, and Engineering Departments, rated each firm's proposal based on technical competence, understanding of the project, compliance with scope of work, and cost of services. All five firms were requested to submit "Best and Final Offers" and given a final rating by the evaluation team.

Vital Image Management, Inc. scored highest on the rating. Its expertise in handling large-size engineering documents for conversion to electronic media and microfilm, and its familiarity with the standards for permanent record photographic microcopying film issued by the Local Records Commission of the State of Illinois were key considerations in Vital Image Management, Inc. overall rating. Engineering drawings, employee master personnel records, and proceedings of the Board of Commissioners are permanent records which must be processed and converted under these photographic standards.

The request for proposal 09-RFP-10 required that the proposer have been in business for a minimum of five consecutive years, and have a minimum of three years experience in producing the types of microfilm/scanning services as outlined in the request for proposal's scope of work. Vital Image Management, Inc. possesses these qualifications.

The term of the agreement will begin upon execution of the agreement and end twenty-four months later.

Inasmuch as the firm of Vital Image Management, 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 per Section 11.4 of the Purchasing Act, in an amount not to exceed \$145,711.41.

Funds for the 2010 expenditures in the amount of \$55,000.00 are available in Account 101-15000-612090. The estimated expenditure for 2011 is \$85,000.00 and for 2012 is \$5,711.41. Funds for the 2011 and 2012 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Jill B. Horist, Manager, Public Affairs, JBH:CW:GA

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 January 7, 2010