



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 09-1906, **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-16 (Re-Bid) Consultation Services for Professional Library Archivist to Assess and Improve Archival Storage and Historical Preservation Methods with Angulo Archival Services, in an amount not to exceed \$50,000.00, Account 101-15000-601170, Requisition 1263235

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Angulo Archival Services for consultation services to assess and improve archival storage and historical preservation methods for valuable District records.

The purpose of the request for proposal is to procure of professional consulting services to successfully develop a contemporary historical archive for improved preservation, organization, and accessibility of physical and digital document and media resources belonging to the District. Specific goals of this project include:

- Review current archival procedures, preservation methods of documents and records, and accessibility of resources
- Conduct an inventory and assessment of the District's physical and digital documents, records, and other media in regards to historical and organizational significance
- Structure and organize archival repositories integrated with the District's electronic document management system conversion
- Utilize digital technology to organize and communicate historically substantial and relevant information to educate the public on the operations of the District

The request for proposal 09-RFP-16 was originally advertised on May 20, 2009 and six planholders requested bid documents. A mandatory pre-bid conference and on-site inspection was held on June 12, 2009 and attended by two firms. No bids were received on the bid proposal deadline of June 19, 2009. The request for proposal 09-RFP-16 (Re-Bid) was re-advertised on August 19, 2009 and six planholders requested bid documents. A mandatory pre-bid conference and on-site inspection was held on September 4, 2009 and attended by six firms. Two firms submitted proposals on September 18, 2009 and the single responsive bid was submitted by Angulo Archival Services.

The proposal was reviewed and evaluated by staff members from the General Administration (Public Affairs), Procurement and Materials Management, and Engineering Departments using the established criteria identified in the request for proposal. The criteria included that the proposer has demonstrated ability to deliver the full scope of archival services required, prior experience providing those services, and credentials. Angulo Archival Services satisfied the evaluation team that it could deliver the services requested in the specifications of the request for proposal and that it has the technical education and experience to perform the work.

The request for proposal 09-RFP-16 required that the proposer have been in business for a minimum of three consecutive years, and have a minimum of three years experience in producing the type of archival services as outlined in the request for proposal's scope of work. Angulo Archival Services possesses these qualifications.

The term of the agreement will begin upon execution of the agreement and end approximately 45 days following the start of the assessment by the contractor.

Inasmuch as the firm of Angulo Archival Services possesses of 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 \$50,000.00.

Funds are available in Account 101-15000-601170.

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 December 17, 2010