



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-0823, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 8, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue a purchase order and enter into an agreement with Cornerstone Environmental, Health and Safety, Inc., for Environmental Management Systems consulting services in an amount not to exceed \$16,712.00, Account 101-67000-601170, Requisition 1297542

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Cornerstone Environmental, Health and Safety, Inc., to provide consulting services to develop Environmental Management Systems (EMS) for the Egan and Kirie Water Reclamation Plants.

Previously, the District had a sole source contract for EMS consulting services with Clean Manufacturing Technology Institute (CMTI) at Purdue University, which was the only Public Entity Management System Resource Center in the US EPA Region V. Subsequently, CMTI dissolved and the District reduced their purchase order and closed out the contract.

The services were to continue for twenty-four months, with quarterly workshops scheduled to be delivered at the Egan Water Reclamation Plant. Between the first and second workshop, there was a one day gap analysis to identify "gaps" between the standard and existing policies and procedures. Included in the CMTI agreement, a total of eight workshops were to be performed. The sixth workshop was an Internal Auditor Training session and two workshops still remain.

Since then, the project manager for CMTI has joined Cornerstone Environmental, Health and Safety, Inc. Since the project manager had performed most of the work and conducted several audits and workshops while at CMTI, it is believed that Cornerstone Environmental, Health and Safety, Inc., is a sole source provider who can provide continuity and bring this project to a successful and timely conclusion.

Cornerstone Environmental, Health and Safety, Inc., is proposing two, one-day workshops to discuss how to fully implement, maintain and continually improve the Egan and Kirie Water Reclamation Plant's EMS procedures (\$4,774.84); two, four-hour training sessions to train all employees on the EMS policy at both plant locations (\$2,387.42); and two, two-day audits to determine conformance of the EMS procedures to ISO 14001 with a report (\$2,387.43). The audit report will include identified nonconformities and recommendations for improvement. There is an additional \$7,162.31 for expenses.

The estimated cost for this contract is \$16,712.00. The services will commence upon the consultant's receipt of the purchase order, and terminate on December 31, 2010.

We do not anticipate any need for expansion of the proposer's services in respect to the scope of work of this request for proposal. Any additions will be negotiated as needed.

There are no Affirmative Action requirements for this request for proposal.

In as much as the firm of Cornerstone Environmental, Health and Safety, 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 without advertising, per Section 11.4 of the Purchasing Act, in an amount not to exceed \$16,712.00.

Funds are available in Account 101-67000-601170.

Requested, Manju Prakash Sharma, Acting Director of Maintenance and Operations, MPS:SO'C:MAG:LSC:KJ
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 July 8, 2010