



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-1001, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 2, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and exercise the option to renew the existing agreement for an additional three-year period with Veritext Corp., d/b/a Veritext Chicago Reporting for Contract 07-RFP-32 to provide court reporting services, in an amount not to exceed \$450,000.00, Accounts 101-25000, 30000, 40000-612250 and 201, 401, 501-50000-612250 (07-RFP-32), Requisition 1309914

Dear Sir:

Authorization is requested to issue a purchase order and exercise the option to renew the existing agreement for a three-year period with Veritext Corp., d/b/a Veritext Chicago Reporting to provide court reporting services. This purchase order will expire October 31, 2013.

The District requires court reporting services to record and provide verbatim transcripts of the regular, special and other public meetings of the Board of Commissioners, depositions, court trials and motions, arbitrations, ordinance enforcement hearings and technical pre-bid conferences as well as Watershed Planning Council meetings.

Based on the satisfactory performance of the previous three years, authorization is requested to exercise the optional three-year renewal for court reporting services commencing November 1, 2010 through October 31, 2013.

Veritext Corp., d/b/a Veritext Chicago Reporting is registered and in good standing in the State of Illinois.

The Multi-Project Labor Agreement is not applicable due to the nature of the services required.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and exercise the option to renew the existing agreement utilizing the cost proposal for the optional three-year renewal term, with Veritext Corp., d/b/a Veritext Chicago Reporting, in an amount not to exceed \$450,000.00. The estimated appropriations for 2010, 2011, 2012 and 2013 are \$15,000.00, \$160,000.00, \$150,000.00 and \$125,000.00, respectively and contingent upon board approval.

Funds are available in Accounts 101-25000, 30000, 40000-612250 and 201, 401, 501-50000-612250.

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:mmv

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 September 2, 2010