

**INTEROFFICE MEMORANDUM**

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**DEPARTMENT:** General Administration  
Diversity Section

**DATE:** August 24, 2020

**TO:** Eileen M. McElligott, Administrative Services Officer

**FROM:** Regina D. Berry, Diversity Administrator 

**SUBJECT:** Review of DRAFT Request for Proposal 20-RFP-23 Remote Storage of District Records for a Thirty-Six (36) Month Period.

Our review of this draft Request for Proposal indicates that Affirmative Action goals are not recommended.

The purpose of this RFP is the procurement of off-site storage of the District's inactive records for a thirty-six (36) month period. The estimated cost for these services is \$157,000.00.

These types of services are typically performed by a single firm and do not provide practical or cost-effective opportunities for subcontracting. Therefore, the Appendix A and Appendix V should not be included.

Should you have any questions, please contact PJ Spencer, Diversity Officer, at extension 1-5876.

RDB/PCS  
Attachment

c: Darlene A. LoCascio, Director of Procurement and Materials Management  
Morakalis (Law), Cornier, May, Markovich, file (2)