



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

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Title: Issue purchase order and enter into an agreement for Contract 20-RFP-23, Remote Storage of District Records for a Thirty-Six (36) Month Period with R-4 Services LLC in an amount not to exceed \$99,914.40, Account 101-15000-612490, Requisition 1548124

Sponsors:

Indexes:

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Attachments: 1. 20-RFP-23 Affirmative Action Goals Report

Date	Ver.	Action By	Action	Result
1/7/2021	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 7, 2021

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 20-RFP-23, Remote Storage of District Records for a Thirty-Six (36) Month Period with R-4 Services LLC in an amount not to exceed \$99,914.40, Account 101-15000-612490, Requisition 1548124

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with R-4 Services LLC (R-4) for remote storage of District records.

The purpose of this agreement is to provide suitable, secure storage for the District's official records at recommended environmental conditions. The storage contract is necessary to ensure the District's irreplaceable documents will be protected from loss due to fire, floods, and other natural disasters.

20-RFP-23 was advertised on October 7, 2020. One-hundred twenty-one (121) firms were notified, with sixteen (16) requesting proposals. Bid proposals were received on October 30, 2020 from the following four (4) firms: Chicago Records Management, Inc., GRM Information Management Services LLC, Iron Mountain Information Management, LLC, and R-4 Services LLC.

The four proposals were reviewed and evaluated by a panel consisting of one member each from Procurement, Human Resources, Finance, Law, and General Administration. Proposals and presentations were rated on project understanding, compliance with the scope of work, financial stability, warehouse requirements, and cost of services.

From the four firms that the District evaluated, R-4 is the firm recommended. R-4 presented an understanding of the project based on the District's needs, complied with the scope of work, demonstrated that they provide

customer service, demonstrated excellent safety and security of their storage warehouse, and presented the lowest cost of service of any proposer.

The agreement is scheduled to begin on February 1, 2021 and terminate on January 31, 2024.

The Affirmative Action Section has reviewed the agreement and has concluded that the agreement does not fall under Affirmative Action requirements because the requested services are typically performed by a single firm and do not provide practical or cost-effective opportunities for subcontracting.

R-4 is registered to do business in, and is in good standing with, the State of Illinois.

Inasmuch as R-4 possesses the required facilities and a high degree of professional skill, it is recommended that the Director of Procurement and Materials Management be authorized to issue them a purchase order and enter into an agreement per Section 11.4 of the Purchasing Act, in an amount not to exceed \$99,914.40.

Funds for the 2021 expenditures in the amount of \$30,529.40, are available in Account 101-15000-612490. The estimated expenditures of \$33,304.80; \$33,304.80; and \$2,775.40 for budget years 2022 through 2024 respectively are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, William S. Sheriff, Acting Administrative Services Officer, SAR:JRM:CO
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, 2021

Attachment