



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0571, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 21, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and enter into an agreement for Contract 18-RFP-08 Court Reporting Services with Veritext Corp., in an amount not to exceed \$366,000.00, Account 101-25000-612250, 101-30000-612250, 101-40000-612250, 401-54000-612250, and 501-55000-612250, Requisitions 1495169, 1495362, 1495360 and 1495363. Requisition 1485604

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with Veritext Corp. to engage licensed certified shorthand reporters to provide court reporting services for a three year period with the option to renew this agreement for each of the two subsequent years at the request of the Finance Department. The estimated contract completion date is December 31, 2021.

Veritext Corp. will provide the District with court reporting services for the various departments including Engineering, Finance, Law and Human Resources. The court reporting services are required 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.

The Request for Proposal 18-RFP-08 was advertised on March 7, 2018. Ten firms were notified and thirteen firms requested proposal documents. Two acceptable proposals were received on April 6, 2018 from Urlaub Bowen & Associates, Inc. and Veritext Corp.

An evaluation committee consisting of employees from Engineering, Finance, Law and Procurement and Materials Management departments evaluated the proposals for the technical sufficiency based on evaluation criteria detailed in the Request for Proposal. Interviews were then held with two proposers and the Best and Final Offers were requested from those firms.

The professional qualifications, experience of court reporting staff, advanced technological solutions and the pricing of the Best and Final offer resulted in this firm being ranked number one.

Appendix A was not included in this contract because the services do not provide practical or cost-effective opportunities for direct or indirect subcontracting.

Inasmuch as the firm Veritext Corp. 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 per Section 11.4 of the Purchasing Act, in an amount not to exceed \$366,000.00.

The estimated expenditures for 2019, 2020, and 2021 are \$122,000.00, \$122,000.00 and \$122,000.00 respectively. Funds for the 2019, 2020, and 2021 expenditures are contingent on the Board of

Commissioners' approval of the District's budget for those years.

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

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 June 21, 2018