



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0739, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 17, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to Advertise Contract 20-RFP-23 Remote Storage of District Records for a Thirty-Six (36) Month Period, estimated cost \$157,000.00, Account 101-15000-612490, Requisition 1548124

Dear Sir:

Request for Proposal (RFP) documents have been prepared for Contract 20-RFP-23 Remote Storage of District Records for a Thirty-Six (36) Month Period, at the request of General Administration. The contract specifications require that all work commence on or around December 15, 2020 and end thirty-six (36) months thereafter.

The purpose of this contract is to procure the services of a records storage facility to provide an off-site location for the District to store records that are required to be held by the State Local Records Act.

The cost for this RFP is not to exceed \$157,000.00.

A proposal deposit is not required for this RFP.

Appendix A and Appendix V will not be included in this RFP because these types of services are typically performed by a single firm, and do not provide practical or cost-effective opportunities for subcontracting.

The tentative schedule for this contract is as follows:

Advertise	September 30, 2020
Proposals Received	October 23, 2020
Award	December 3, 2020
Completion	December 15, 2023

Funds for the 2020 expenditure, in the amount of \$4,361.00, are available in 2020 in Account 101-15000-612430. The estimated expenditure for 2021 is \$52,333, 2022 is \$52,333.00, and 2023 is \$47,973.00. Funds for the estimated 2021, 2022, and 2023 expenditures are contingent on the Board of Commissioner's approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 20-RFP-23.

Requested, Eileen M. McElligott, Administrative Services Officer, 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 September 17, 2020

Attachment