



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 21-0471, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 3, 2021

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to advertise Contract 21-RFP-01 Claims Management Services for a three-year period, estimated cost \$150,000.00, Account 901-30000-667220, Requisition 1560698

Dear Sir:

Request for Proposal (RFP) 21-RFP-01 documents have been prepared for Claims Management Services at the request of the Human Resources Department. The contract specifications require that all work commence on November 15, 2021, and expire on November 14, 2024, with the option for a two-year extension with board approval.

The purpose of this contract is to obtain claims management services and expertise for the adjustment of large or complex losses, including first-party damage and third-party liability and property damage loss adjustment, on an as-needed basis, for a three-year period with an option to extend for an additional two years.

The estimated cost for this RFP is \$150,000.00. The estimated 2021, 2022, 2023 and 2024 expenditures are \$6,000.00, \$50,000.00, \$50,000.00, and \$44,000.00, respectively.

A bid deposit is not required for this RFP.

Affirmative Action Goals under Appendices A and V will not be included in this RFP due to the scope of services to be performed under this contract, which do not provide practical opportunities for subcontracting.

The tentative schedule for this contract is as follows:

Advertise	June 16, 2021
Proposal Received	July 9, 2021
Award	October 7, 2021
Completion	November 14, 2024

Funds for the current year are available in Account 901-30000-667220. Funds for subsequent years, 2022, 2023 and 2024, are contingent on the Board of Commissioners' 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 Request for Proposal 21-RFP-01.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJ:aw
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 3, 2021

Attachment