



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 24-0979, Version: 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 7, 2024

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Issue purchase order and enter into an agreement for Contract 23-RFP-08 On-Site Training Services: Odor Recognition in Wastewater Treatment to RK & Associates, Inc., in an amount not to exceed \$36,000.00, Account 101-25000-601100, Requisition 1609828

Dear Sir:

Authorization is requested to issue a purchase order and enter into an agreement with RK & Associates, Inc., to provide odor recognition training.

The purpose of this contract is to obtain a qualified vendor to provide training to further enhance the skills of employees in identifying various odorous compounds throughout the wastewater treatment process by learning various methods of recognizing the sources of odor complaints based on the characteristics of the odors so that appropriate mitigation measures can be taken. This training is included in the Stickney Odor Mitigation Report and included in the draft Clean Air Act Permit Program (CAAPP) Permit for the Stickney Water Reclamation Plant. All services will be delivered by December 31, 2026.

On December 13, 2023, On-Site Training Services: Odor Recognition in Wastewater Treatment was publicly advertised. The District received two (2) responsive proposals on January 19, 2024, from the following vendors: RK & Associates, Inc., and Material Matters, Inc.

Four District employees including one member of the Human Resources Department, two members from the Monitoring and Research Department, and one member of the Procurement and Materials Management Department evaluated the proposals. The criteria for these evaluations were outlined in Contract 23-RFP-08 and included: understanding of the project, approach to work, experience completing projects of similar scope, technical competence, and cost. Based on the initial evaluation, both proposers were invited to participate in the finalist interviews.

Finalist interviews were held on April 8, 2024. On April 25, 2024, a solicitation was sent to the finalists requesting an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on May 3, 2024.

Based on the evaluation of the proposals using the criteria described above and the pricing provided in the "best and final" offers, the Human Resources Department recommends RK & Associates, Inc. to provide odor recognition training. RK & Associates, Inc., possesses extensive knowledge of the wastewater industry and has collaborated with other water and wastewater facilities on similar projects. The proposal was also the most cost-effective for the District.

Appendix A and the Appendix V goals was not be included in this contract because the estimate is less than the minimum threshold established by Section 4 of the Affirmative Action Ordinance.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with RK & Associates, Inc. in an amount not to exceed \$36,000.00.

Funds being requested for the 2024 expenditure, in the amount of \$12,000.00, are available in Account 101-25000-601100. The estimated expenditure for 2025 and 2026 is \$12,000.00 for each year. Funds for the 2025 and 2026 expenditures are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Thaddeus J. Kosowski, Director of Human Resources
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Marcelino Garcia, 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 November 7, 2024

Attachment