

INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: General Administration
Diversity Section

DATE: February 22, 2024

TO: Shellie A. Riedle, Administrative Services Officer

FROM: Richard L. Martinez, Jr., Acting Diversity Administrator

RUM/PCS

SUBJECT: Review of Request for Proposal 24-RFP-04, Lease One Digital, High-Speed Color Production Printing System and One Digital, High Speed Monochrome Production Printing System With a Five Year-Repair, Supply, and Maintenance Agreement

The Diversity Section has completed its review of the subject Request for Proposal (“the RFP” or this Project”). We have determined that the RFP should not contain goals for Affirmative Action participation.

This Project involves furnishing and delivering specified printing equipment. In accordance with the RFP, the District seeks a vendor to furnish one (1) digital high speed color and one (1) digital high speed monochrome production printing system under a five (5) year lease term, with a five (5) year repair, supply and maintenance agreement included. The estimated cost of the five year term for these services is \$680,000.00.

Over the RFP’s five year term, the referenced \$680,000.00 consists of approximately \$450,000.00 in lease fees, with the remaining \$230,000.00 earmarked for repair services, supplies and maintenance of the leased units. In view of this and associated data, the products and types of services being solicited by this Project are typically performed by a single firm, and do not provide practical opportunities for subcontracting. Therefore, Appendices A and V will not be included.

If you would like further information concerning this review, please contact Diversity Officer Fred Fortier, at extension 1-4032.

RLM/FF

Attachment

C: D. LoCascio, S. Morakalis, N. Lopez, M. Valdez, B. Awadallah