



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 10-0279, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 4, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to decrease purchase order for Contract 09-021-11 Furnish and Deliver Unleaded Gasoline to Various Locations for a One (1) Year Period, Item 2, to Avalon Petroleum Company, Inc., in an amount of \$37,888.80, from an amount of \$51,000.00, to an amount not to exceed \$13,111.20, Account 101-66000-623820, Purchase Order 3054785

Dear Sir:

On December 4, 2008, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 09-021-11 Furnish and Deliver Unleaded Gasoline to Various Locations for a One (1) Year Period, Item 2, to Avalon Petroleum Company, Inc., in an amount not to exceed \$51,000.00. The contract expired on December 31, 2009.

This contract has no prior change orders. Services under this contract are no longer needed.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract and is in the best interest of the District.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to decrease the purchase order for Contract 09-021-11, Item 2, in the amount of \$37,888.80 (74 percent of the current contract value) from an amount of \$51,000.00 to an amount not to exceed \$13,111.20.

Funds will be restored in Account 101-66000-623820.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:bk  
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 March 4, 2010