



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

---

**File #:** 14-0360, **Version:** 1

---

### **TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 17, 2014**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase a purchase order to conduct the Preliminary Feasibility Phase of the Energy Audit as part of the Intergovernmental Agreement, to the Public Building Commission of Chicago, in an amount of \$9,767.93, from an amount of \$50,134.16 to an amount not to exceed \$59,902.09, Account 201-50000-601170, Purchase Order 3077514

Dear Sir:

On June 6, 2013, the Board of Commissioners authorized the District to issue a purchase order and enter into an agreement with the Public Building Commission (PBC) to conduct the Preliminary Feasibility Phase of the Energy Audit as part of the Intergovernmental Agreement, in an amount not to exceed \$78,000.00.

At the February 6, 2014 Board Meeting, the purchase order was decreased in an amount of \$27,865.84 from the original amount awarded of \$78,000.00, to an amount not to exceed \$50,134.16, and closed out. The prior approved change order reflects a 35.7% reduction to the original purchase order value.

Subsequent to the closure of the purchase order, the PBC notified the District that it had failed to submit two invoices in the total amount of \$9,767.93. The increase and the reopening of the purchase order are necessary in order to pay these invoices.

This change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonably foreseeable at the time the contract was signed, and is in the best interest of the District.

It is recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to reopen the purchase order and to execute a change order to increase the purchase order in an amount of \$9,767.46 (19.5% of the current purchase order value), from an amount of \$50,134.16 to an amount not to exceed \$59,902.09.

Funds are available in Account 201-50000-601170.

Requested, Manju Prakash Sharma, Director of Maintenance and Operations, SES: SO'C  
Recommended, Darlene 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 April 17, 2014

Attachment