



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

---

**File #:** 14-0381, **Version:** 1

---

### **TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 1, 2014**

#### COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Authority to decrease purchase order for Contract 12-442-11, Furnishing On-Site Maintenance Service for Personal Computers, Laptops, Thin Client Units, LCD Flat Panel Monitors, Printers, Scanners and Peripherals, to Systems Solutions, Inc. (SSI) in an amount of \$2,080.98, from an amount of \$19,332.00, to an amount not to exceed \$17,251.02, Account 101-27000-612810, Purchase Order 3072048

Dear Sir:

On November 3, 2011, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 12-442-11 Furnishing On-Site Maintenance Service for Personal Computers, Laptops, Thin Client Units, LCD Flat Panel Monitors, Printers, Scanners and Peripherals to System Solutions, Inc. (SSI) in an amount not to exceed \$19,332.00. The contract expired on March 31, 2014.

This contract has no prior change orders.

This change order is in compliance with the Illinois Criminal Code since the change is due to the expiration of the existing 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 12-442-11 in an amount of \$2,080.98 (10.8% of the current contract value), from an amount of \$19,332.00, to an amount not to exceed \$17,251.02.

Funds will be restored to Account 101-27000-612810.

Requested, Ellen Barry, Acting Director of Information Technology EB:AC:CLG  
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 May 1, 2014.