



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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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 08-418-12, Furnish and Deliver Fifty-Two (52) Multi-Functional Photocopier Devices and a Five-Year Repair Service, Supplies and Maintenance Agreement at Various Locations to Distinctive Business Products, d/b/a Chicago Office Technology Group in an amount of \$11,150.36, from an amount of \$374,299.96, to an amount not to exceed \$363,149.60, Account 101-27000-612810, Purchase Order 3054728

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 08-418-12, Furnish and Deliver Fifty-Two (52) Multi-Functional Photocopier Devices and a Five-Year Repair Service, Supplies and Maintenance Agreement at Various Locations to Distinctive Business Products, d/b/a Chicago Office Technology Group in an amount not to exceed \$374,300.00. The contract expired on March 31, 2014.

This contract has no prior change orders.

There was a purchase order reduction of \$.04 due to annual carry-forward process.

The purchase order to acquire multifunctional devices was issued in 2008. The repair services and supplies portion of the purchase order continued through March, 2014. Due to the expiration of repair services associated with this contract, the purchase order is being decreased and closed.

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 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 08-418-12 in an amount of \$11,150.36 (3% of the current contract value), from an amount of \$374,299.96, to an amount not to exceed \$363,149.60.

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

Requested, Ellen Barry, Acting Director of Information Technology EB: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.