



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-0723, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 10, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order and amend the agreement with RhinoDox (formerly Federal Record Storage MDMC) for Contract 11-RFP-02, Outsourcing of Storage of District Records for a Three-Year Period, in an amount of \$13,000.00, from an amount of \$155,389.11 to an amount not to exceed \$168,389.11, Account 101-15000-612490, Purchase Order 3068734. *(As Revised)*

Dear Sir:

On November 24, 2010, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 11-RFP-02, Outsourcing of Storage of District Records for a Three-Year Period, with RhinoDox, in an amount not to exceed \$156,800.00. The original contract expired on June 16, 2014.

As of June 5, 2014, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in the amount of \$1,410.89 from the amount originally awarded of \$156,800.00. The current value is \$155,389.11. The prior approved change orders reflect a 0.9 % decrease from the original contract value.

The requested increase of \$13,000.00 to extend purchase order 3068734 for a period of 90 days will provide adequate funds to pay anticipated records storage charges until September 16, 2014, at which time a new contract is expected to have been awarded, and an agreement completed to provide for these services for another three-year period. In the interim the current vendor will continue its storage services.

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 extend the current Contract through September 16, 2014 and execute a change order to increase the purchase order and extend the agreement in an amount of \$13,000.00 (8.4% of the current contract value) from an amount of \$155,389.11 to an amount not to exceed \$168,389.11.

Funds are available in Account 101-15000-612490.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS;SL:WG:JMS:TG
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 July 10, 2014.

Attachment