



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-0733, **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 for Contract 13-045-11 Publish Invitations for Contracts and Publish Legal Notices for Original Entrance and Promotional Civil Service Examinations and Other Legal Notices for a One (1) Year Period, to Sun-Times Media Productions LLC, in an amount of \$22,000.00, from an amount of \$48,000.00, to an amount not to exceed \$70,000.00, Account 101-20000-612360, Purchase Order 3078446

Dear Sir:

On September 19, 2013 the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 13-045-11 Publish Invitations for Contracts and Publish Legal Notices for Original Entrance and Promotional Civil Service Examinations and Other Legal Notices for a One (1) Year Period, to Sun-Times Media Productions LLC, an amount not to exceed \$48,000.00. This contract expires on September 30, 2014.

This contract has no prior change orders.

During 2014, the number of contracts advertised requiring Appendix D, re-advertisements, civil service examinations and real estate advertisements have been greater than anticipated.

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 increase the purchase order in an amount of \$22,000.00 (45.8 percent increase of the current purchase order value) from an amount of \$48,000.00, to an amount not to exceed \$70,000.00.

Funds are available in Account 101-20000-612360.

Requested, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:bb
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