



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1183, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 16, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease Contract 14-425-12, Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a Thirty-six (36) Month Period, to Unisource Worldwide, Inc. in an amount of \$35,100.00, from an amount of \$334,367.13 to an amount not to exceed \$299,267.13, Account 101-15000-623520, Purchase Order 3082250

Dear Sir:

On August 7, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 14-425-12, Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a Thirty-six (36) Month Period, in an amount not to exceed \$334,367.13. The contract expires on September 9, 2017.

This contract has no prior change orders.

A decrease in the contract value is being requested at this time due to a change in the forecasted usage of the paper products.

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 14-425-12 in an amount of \$35,100.00 (10.5% of the current contract value) from an amount of \$334,367.13 to an amount not to exceed \$299,267.13.

Funds will be restored to Account 101-15000-623520.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:SL:WG:JMS:MW
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 October 16, 2014