



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1350, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 20, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease purchase order and amend the agreement with Unisource Worldwide, Inc., for Contract 11-425-12, Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a Thirty-Six (36) Month Period, in an amount of \$34,125.98, from an amount of \$241,356.60 to an amount not to exceed \$207,230.62, Account 101-15000-623520, Purchase Order 3071830

Dear Sir:

On March 15, 2012, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement with Unisource Worldwide, Inc., for Contract 11-425-12, 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 \$376,000.00. The initial contract expired on May 31, 2014. The District exercised the Option to Extend for a period of ninety (90) days, extending the contract until August 29, 2014.

As of November 5, 2014, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$134,643.40 from the original amount awarded of \$376,000.00. The current contract value is \$241,356.60. The prior approved change orders reflect a 35.81% decrease to the original contract value.

The reason for this change order is to reduce and close the purchase order. All invoices have been paid and a new contract is in place.

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 and amend the agreement in an amount of \$34,125.98 (14.14% of the current contract value), from an amount of \$241,356.60, to an amount not to exceed \$207,230.62.

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

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:SL:WG:JMS:MW: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 November 20, 2014

Attachment