



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1469, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 18, 2014

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order for Contract 14-101-13 Furnish and Deliver Contract Laboratory Technicians for Various Locations, to ANA Laboratories, Inc. in an amount of \$46,700.00, from an amount of \$86,632.00, to an amount not to exceed \$133,332.00, Account 101-16000-612490, Purchase Order 3081930

Dear Sir:

On June 19, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 14-101-13 Furnish and Deliver Contract Laboratory Technicians for Various Locations to ANA Laboratories, Inc., in an amount not to exceed \$86,632.00. The contract expires on June 15, 2015.

This contract has no prior change orders.

This increase is needed to cover the Monitoring and Research Department's requirement for temporary laboratory technicians due to a higher vacancy rate than anticipated due to long-term absence associated with FMLA, disability, long-term disciplinary suspensions, and delays in generating eligible lists.

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 increase the purchase order for Contract 14-101-13 in an amount of \$46,700.00 (54% of the current contract value), from an amount of \$86,632.00, to an amount not to exceed \$133,332.00.

Funds for the 2014 expenditure, in the amount of \$6,700.00, are available in Account 101-16000-612490. Funds are being requested in 2015, in the amount of \$40,000.00, and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Thomas C. Granato, Director of Monitoring and Research, TCG:MPC:KB:mh/jvs
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 December 18, 2014