



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 14-1485, **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 and extend the agreement with RhinoDox (formerly Federal Records Storage MDMC) for Contract 11-RFP-02, Outsourcing of Storage of District Records for a Three-Year Period, in an amount of \$47,700.00, from an amount of \$168,389.11 to an amount not to exceed \$216,089.11, Account 101-15000-612490, Purchase Order 3068734.

Dear Sir:

On April 21, 2011, 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 December 8, 2014, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in the amount of \$11,589.11 from the amount originally awarded of \$156,800.00. The current value is \$168,389.11. The prior approved change orders reflect a 7.4% increase from the original contract value. An extension of the agreement, through September 16, 2014, was authorized at the Board meeting of July 10, 2014.

The requested increase of \$47,700.00 and a contract extension of purchase order through January 31, 2015 will provide for transition of the District's files to the new vendor, R4 Services LLC. In the interim, the current vendor will continue its storage services and \$32,500.00 of the requested increase is for the estimated cost of file retrieval to prepare the files for R4 Services LLC. The delay in transitioning to the new vendor is primarily for two reasons: the current vendor is transitioning to a new facility, and changes and clarifications required to the agreement with R4 Services LLC. R4 Services LLC was awarded the contract at the Board meeting of September 4, 2014. The District's estimated prorated share for 2014 is \$10,950.00 and for 2015 is \$36,750.00.

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 2011 purchase order and extend the agreement in an amount of \$47,700.00 (28.3% of the current contract value) from an amount of \$168,389.11 to an amount not to exceed \$216,089.11.

Funds are available in 2014 in Account 101-15000-612490. Funds are being requested in 2015, in Account 101-15000-612490, and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Manager, BKS:SL: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 December 18, 2014.

Attachment