



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-0502, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 21, 2015**

#### COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Authority to decrease purchase order with RhinoDox, Inc. (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 \$1,642.54, from an amount of \$216,089.11, to an amount not to exceed \$214,446.57, 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, Inc., in an amount not to exceed \$156,800.00. The original contract expired on June 16, 2014.

As of May 4, 2015, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$59,289.11, from the original amount awarded of \$156,800.00. The current value is \$216,089.11. The prior approved change orders reflect a 37.81% 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. An additional extension of the agreement, through January 31, 2015, was authorized at the Board meeting of December 18, 2014.

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 in an amount of \$1,642.54 (0.76% of the current contract value), from an amount of \$216,089.11, to an amount not to exceed \$214,446.57.

Funds will be restored to Account 101-15000-612490.

Requested, Eileen M. McElligott, Administrative Services Manager, JPN:SKL:WG: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 May 21, 2015

Attachment