



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 15-1108, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 1, 2015**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order to the Chicago Defender, to publish invitations to bid for contracts and publish legal notices for original entrance and promotional Civil Service examinations in a newspaper intended to target the African-American market, in an amount of \$5,800.00 from an amount of \$9,500.00, to an amount not to exceed \$15,300.00, Account 101-20000-612360, Purchase Order 8007995

Dear Sir:

On December 5, 2014, the Director of Procurement and Materials Management issued a purchase order to the Chicago Defender, to publish invitations to bid for contracts and legal notices for original entrance and promotional civil service examinations in a newspaper intended to target the African-American market, in an amount not to exceed \$9,500.00. This purchase order expires on December 31, 2015.

This purchase order has no prior change orders.

During 2015, the number of contracts advertised requiring Appendix D, re-advertisements and the amount of civil service examinations advertising have been much greater than anticipated.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract 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 in an amount of \$5,800.00 ( 61.0 percent increase of the current purchase order value) from an amount of \$9,500.00, to an amount not to exceed \$15,300.00.

Funds will be available in Account 101-20000-612360 contingent upon Board approval of a related funds transfer presented for consideration at this Board meeting.

Requested, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:lvb  
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 1, 2015