



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 15-1109, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 1, 2015

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order for Contract 14-045-11 Publish Invitations for Contracts and Publish Legal Notices for Original Entrance and Promotional Civil Service Examinations and Other Legal Notices for a One (1) Year Period, to Sun-Times Media Productions LLC, in an amount of \$2,000.00 from an amount of \$65,612.41, to an amount not to exceed \$67,612.41, Account 101-20000-612360, Purchase Order 3083707

Dear Sir:

On November 20, 2014 the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 14-045-11 Publish Invitations for Contracts and Publish Legal Notices for Original Entrance and Promotional Civil Service Examinations and Other Legal Notices for a One (1) Year Period, to Sun-Times Media Productions LLC, an amount not to exceed \$58,100.00. This contract expires on November 30, 2015.

As of September 11, 2015, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$7,512.41 from the original amount awarded of \$58,100.00. The current contract value is \$65,612.41. The prior approved change orders reflect a 12.9 percent increase to the original contract value.

During 2015, the number of contracts advertised requiring Appendix D, re-advertisements, civil service examinations and real estate advertisements have been 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 for Contract 14-045-11 in an amount of \$2,000.00 (3.0 percent of the current contract value) from an amount of \$65,612.41 to an amount not to exceed \$67,612.41.

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

Attachment