



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 16-0145, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 18, 2016**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase orders to Graybar Electric Company, Inc., to Furnish and Deliver Electrical Catalog Products, under the U.S. Communities Cooperative Purchasing Contract #MA-IS-1340234, in an amount of \$18,000.00, from an amount of \$84,000.00, to an amount not to exceed \$102,000.00, Accounts 101-15000, 27000, 66000, 67000, 68000, 69000-623070, 623850, Purchase Orders 3084130, 3084131 and 3084180

Dear Sir:

On January 8, 2015, the Director of Procurement and Materials Management issued purchase orders to Graybar Electric Company, Inc., to furnish and deliver electrical catalog products, under the U.S. Communities Cooperative Purchasing Contract #MA-IS-1340234, in an amount of \$83,000.00. The purchase orders expire March 31, 2016.

As of January 20, 2016, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$1,000.00 from the original amount awarded of \$83,000.00. The current purchase orders' value is \$84,000.00. The prior approved change orders reflect a 1.2% increase to the original purchase orders' value.

This increase is necessary to accommodate purchases at the North Side Area, CWRP and SWRP, through the extension date of March 31, 2016. The original purchase orders were extended to cover the time period until the new purchase orders are in place, currently anticipated to be March 31, 2016. Money will be spent on an as-needed basis, to purchase replacement parts as broken parts present themselves. It is difficult to predict specific parts or purchases. The original purchase orders are, for the most part, depleted. This is due largely to purchasing electrical items, and having the District trades install them successfully. These additional purchases were not anticipated and it was difficult to predict how much money was going to be needed, as previously most of these electrical parts were changed out by way of a contract in one form or another. In utilizing our in-house trades, we have found that we are spending more money for parts than was originally anticipated.

This change order is in compliance with the Illinois Criminal Code since these changes are due to circumstances not reasonably foreseeable at the time the purchase orders were issued, 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 orders in an amount of \$18,000.00 (21.4% of the current purchase orders' value), from an amount of \$84,000.00, to an amount not to exceed \$102,000.00.

Funds are available in Accounts 101-67000, 68000, 69000-623070.

Requested, Manju Prakash Sharma, Director of Maintenance and Operations, AQ:SO'C:MAG:JR:SSG  
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 February 18, 2016

Attachment