



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0681, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JULY 7, 2016

COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Authority to increase purchase order and extend the agreement for a one-year period with Pitney Bowes Inc., for Supplies, Maintenance, and Repairs of Mailroom Equipment under the National Joint Powers Alliance (NJPA) Cooperative Purchasing Contract Number 043012-PIT, in an amount of \$8,120.00, from an amount of \$63,782.78, to an amount not to exceed \$71,902.78, Accounts 101-15000-612330, 612800, 623520, Purchase Order 3078214

Dear Sir:

On August 8, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement with Pitney Bowes, Inc. to Furnish, Deliver, and Install a Connect+ 3000 Mail Machine, a D1600 Folding /Inserting System, and a DP40S Envelope and Media Printer, including supplies, maintenance, and meter rental under the National Joint Powers Alliance Contract Number 043012-PIT, in an amount not to exceed \$60,111.47. The contract expires on June 19, 2016.

NJPA currently has a competitively bid contract for the above captioned subject with Pitney Bowes, Inc. On May 19, 2011, the Board of Commissioners granted authority to participate in the NJPA purchasing cooperative. The agreement between the NJPA and Pitney Bowes, Inc., was recently renewed for the period of June 19, 2016 to June 19, 2017, and has a maturity date of June 19, 2017. The Metropolitan Water Reclamation District of Greater Chicago has the ability to participate under State Statute (5 ILCS 220), the Intergovernmental Cooperation Act.

As of June 22, 2016 the attached list of change orders has been approved. The effect of this order resulted in an increase in the amount of \$3,671.31, from the amount originally awarded of \$60,111.47. The current value is \$63,782.78. The prior approved change orders reflect a 6.1% increase from the original contract value.

The requested increase of \$8,120.00 will extend the purchase order 3078214 for a period of 365 days to provide adequate funds to pay anticipated maintenance, supplies, and meter rental charges until June 19, 2017, at which time a new contract is expected to have been awarded, and an agreement completed to provide for these services for a three-year period.

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 extend the current contract through June 19, 2017 and execute a change order to increase the purchase order in an amount not to exceed \$8,120.00 (12.7% of the current contract value) from an amount of \$63,782.78 to an amount not to exceed \$71,902.78.

Funds for 2016 are available in accounts 101-15000-612330, 612800, and 623520. Funds for 2017 are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Eileen M. McElligott, Administrative Services Manager, SAR:JRM:SL

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 July 7, 2016

Attachment