



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 16-0757, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 4, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease the purchase order and amend the agreement with Big Shoulders Digital Video Productions, Inc., for Contract 15-RFP-09 Professional Audio-Video Services for Examinations, in an amount of \$60,000.00, from an amount of \$86,542.50, to an amount not to exceed \$26,542.50, Account 101-25000-612430, Purchase Order 3086519

Dear Sir:

On May, 21, 2015, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 15-RFP-09 Professional Audio-Video Services for Examinations with Big Shoulders Digital Video Productions, Inc., in an amount not to exceed \$90,000.00. The contract was to provide professional audio-video services for examinations, on an as-needed basis, for the period June 1, 2015 through December 31, 2017.

As of August 4, 2016, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$3,457.50, from the original amount awarded of \$90,000.00. The current contract value is \$86,542.50. The prior approved change orders reflect a 3.84% decrease to the original contract value.

The reason for this change order is to decrease and close the purchase order with Big Shoulders Digital Video Productions, Inc. Audio-video services for performance examinations will not be required in 2016 nor for the coming year, 2017. Therefore, it is no longer necessary to retain Big Shoulders Digital Video Productions, Inc.

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 and amend the agreement for Contract 15-RFP-09 in an amount of \$60,000.00 (69.33% of the current contract value), from an amount of \$86,542.50 to an amount not to exceed \$26,542.50

Funds will be restored to Account 101-25000-612430.

Requested, Beverly K. Sanders, Acting Director of Human Resources, BKS:ADeM
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 August 4, 2016

Attachment

