



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0445, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 20, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease purchase orders issued to P. D. Morrison Enterprises, Inc., to Furnish and Deliver Miscellaneous Non-Stock Office Supplies to various locations under the State of Illinois Joint Purchasing Contract Number PSD4017241, in an amount not to exceed \$64,302.10, from an amount of \$76,900.00, to an amount of \$12,597.90, Accounts 101, 501-11000, 15000, 16000, 20000, 25000, 27000, 30000, 40000, 50000, 66000, 67000, 68000, 69000-623520, Purchase Orders 3092215, 3092216, 3092217, 3092219, 3092220, 3092221, 3092223, 3092230, 3092231, 3092232, 3092234, 3092235, and 3092236

Dear Sir:

On December 15, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue purchase orders to P. D. Morrison Enterprises, Inc., to furnish and deliver miscellaneous non-stock office Supplies to various locations under the State of Illinois Joint Purchasing contract number PSD4017241.

Due to State of Illinois budgetary issues and failure of multiple agencies to make timely payments, the total credit limit amount of the contract was exceeded, causing P. D. Morrison Enterprises, Inc., to place a credit hold on this State of Illinois contract for all participants. Therefore, authorization to terminate this contract for convenience, and close the open purchase orders, is being requested due to inability of P. D. Morrison Enterprises, Inc., to make delivery on District orders.

In view of the foregoing, the Director of Procurement and Materials Management recommends that the purchase orders issued to P. D. Morrison Enterprises, Inc., be decreased in an amount not to exceed \$64,302.10.

Office supply requirements will be purchased on the open market until the District can enter into a new joint purchasing arrangement for office supplies. A request to enter into a new joint purchasing arrangement for office supplies is also being submitted for the April 20, 2017 Board meeting.

Funds will be restored to the above stated accounts.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:KP
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 April 20, 2017