



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-0573, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 1, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease purchase order for Contract 14-425-12, Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a Thirty-Six (36) Month Period, to Veritiv Operating Company formally known as Unisource Worldwide, Inc., in an amount of \$20,000.00, from an amount of \$224,840.84 to an amount not to exceed \$204,840.84. Account 101-15000-623520, Purchase Order 3082250

Dear Sir:

On August 7, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 14-425-12, Furnish and Deliver Offset and Miscellaneous Specialty Paper to Various District Locations for a Thirty-Six (36) Month Period, in an amount not to exceed \$334,367.13. The contract expires on September 9, 2017.

As of May 16, 2017, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease of \$109,526.29 from the original awarded amount of \$334,367.13. The current contract value is \$224,840.84. The prior approved change orders reflect a 32.76% decrease to the original contract value.

A decrease in the contract value is being requested at this time due to a change in the forecasted usage of specialty paper resulting from green initiatives to reduce the use of paper.

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 for Contract 14-425-12 in an amount of \$20,000.00 (8.90% of the current contract value) from an amount of \$224,840.84 to an amount not to exceed \$204,840.84.

Funds will be restored to Account 101-15000-623520.

Requested, Eileen M. McElligott, Administrative Services Officer, SAR:SKL:JRM:TG

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 June 1, 2017

Attachment