



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 31, 2017

COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Authority to decrease purchase order and amend the agreement with Sustainable Systems, LLC, for 16-RFP-12 Professional Services for a Biostatistician in an amount of \$30,000.00, from an amount of \$60,600.00, to an amount not to exceed \$30,600.00, Account 101-16000-612430, Purchase Order 3091779

Dear Sir:

On September 15, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement with Sustainable Systems, LLC, for contract biostatistician services, in an amount not to exceed \$75,000.00. The contract expires on December 31, 2018.

As of February 2, 2017, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in the amount of \$14,400.00, from the original amount awarded of \$75,000.00. The current contract value is \$60,600.00. The prior change orders reflect a 19 percent decrease to the original contract value.

The purchase order (PO) is to provide assistance to the Biostatistician in cases where his workload is too heavy or he is not available to complete statistical analysis of projects in time. Based on current and projected workflow, the estimated amount of support needed on the PO is lower than originally planned.

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 in an amount of \$30,000.00 (49.5 percent of the current contract value), from an amount of \$60,600.00, to an amount not to exceed \$30,600.00.

Funds are available in Account 101-16000-612430.

Requested, Edward W. Podczerwinski, Acting Director of Monitoring and Research, EWP:HZ:AC:KB:kq
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 31, 2017

Attachment