



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-1022, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 5, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order and exercise an option to extend agreement for a three (3) year period, for Contract 14-RFP-22 Remote Storage of District Records, with R4 Services LLC, in an amount not to exceed \$119,000.00, from an amount of \$89,310.10, to an amount not to exceed \$208,310.10, Account 101-15000-612490, Purchase Order 3083751

Dear Sir:

At the Board meeting of September 4, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 14-RFP-22 Remote Storage of District Records with R4 Services LLC, in an amount not to exceed \$119,000.00. The contract expires on December 17, 2017.

As of September 15, 2017, the attached change orders have been approved. The net effect of these change orders resulted in a decrease totaling \$29,689.90, from the amount originally awarded of \$119,000.00. The current value is \$89,310.10. The prior approved changes reflect a 24.9% decrease to the original contract value.

This change order is requested to cover services for the remainder of this year and to extend services for three (3) additional years. Delays in awarding this contract and problems related to the transition of records from the former vendor's storage locations resulted in no services being provided in 2014. The purchase order was decreased at that time and funds are required at this time to cover services remaining in 2017. Under the terms of the agreement, the District is allowed an option to extend services for three (3) additional years using the same fees in effect under the above purchase order. The District is satisfied with the services provided by this vendor and the transitional costs of moving records outweighs any possible gain from advertising for bids at this time. Therefore, the District would like to extend the agreement for an additional three (3) year period to December 17, 2020.

This change order is in compliance with the Illinois Criminal Code because it was specifically provided for in the original contract, is germane to the original contract as 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 increase the purchase order and exercise an option to extend the agreement for a three (3) year period for Contract 14-RFP-22 in an amount of \$119,000.00 (133.24% of the current contract value), from an amount of \$89,310.10 to an amount not to exceed \$208,310.10.

An increase in funding for 2017 expenditures in the amount of \$18,000.00, is available in Account 101-15000-612490. The estimated expenditure for 2018 is \$34,666.00, for 2019 is \$34,666.00, and for 2020 is \$31,668.00. Funds for 2018, 2019, and 2020 expenditures are contingent on the Board of Commissioners'

approval of the District's budget for those years.

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 October 5, 2017

Attachment