



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-1047, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 19, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order and amend the agreement with Veritext Corp., for Contract 13-RFP-13, Court Reporting Services, in an amount of \$142,000.00, from an amount of \$363,388.10, to an amount not to exceed \$505,388.10, Accounts 101-25000, 30000, 40000-612250 and 401, 501-50000-612250, Purchase Order 3079514, 3079515, 3079517 and 3079516

Dear Sir:

On November 7, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for a three year period for Contract 13-RFP-13 Court Reporting Services with the Veritext Corp., in an amount not to exceed \$400,000.00 with the option to renew the agreement for each of the two subsequent years. The contract expires in 2016.

As of October 3, 2017, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$36,611.90 from the original amount awarded of \$400,000.00. The current contract value is \$363,388.10. The prior approved change orders reflect a 9.2% decrease to the original contract value.

The reason for the change order is to exercise the District's second option to extend the contract to December 31, 2018.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract.

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 amend the agreement for Contract 13-RFP-13 in an amount of \$142,000.00 (39.1% of the current contract value), from an amount of \$363,388.10, to an amount not to exceed \$505,388.10.

Funds are being requested in 2018, in Accounts 101-25000, 30000, 40000-612250 and 401, 501-50000-612250 and are contingent on the Board of Commissioners' approval of the District's budget for that year.

Requested, Jacqueline Torres, Clerk/Director of Finance JT:ra

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 19, 2017

Attachment