



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0203, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 1, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease Contract 14-RFP-27, Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services for the District's Law Department for a Two-Year Period, with Aloha Document Services, Inc., in an amount of \$10,000.00, from an amount not to exceed \$15,246.15, to an amount not to exceed \$5,246.15, Accounts 101-30000-612090 and 401-50000-612090, Purchase Order 3083732

Dear Sir:

On November 6, 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-27 Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services for the District's Law Department for a Two-Year Period, with Aloha Document Services, Inc., in an amount not to exceed \$90,000. On November 17, 2016 the Board of Commissioner's authorized a decrease and an option to extend the agreement for a one year period. The contract expired on December 15, 2017.

As of February 16, 2018, the attached list of change orders has been approved. The effect of these change orders resulted in a net decrease totaling \$74,753.85 from the original award amount of \$90,000.00. The current contract value is \$15,246.15. The prior approved change orders reflect an 83.1% decrease to the original contract value.

The contract is complete and it is necessary to decrease and close this purchase order.

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 Contract 14-RFP-27 in an amount of \$10,000.00 (65.6% of the current contract value), from an amount of \$15,246.15, to an amount not to exceed \$5,246.15.

Funds will be restored to Account 401-50000-612090.

Requested, Catherine A. O'Connor, Director of Engineering, CLG:SC
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 March 1, 2018

Attachment