File #: 18-0831, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase and extend Contract 15-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, to GSF USA, Inc., in an amount of $102,300.00, from an amount of $1,800,006.82, to an amount not to exceed $1,902,306.82, Accounts 101-15000-612370/612390, Purchase Order 5001533

Dear Sir:

On September 3, 2015, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 15-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, to GSF USA, Inc., in an amount not to exceed $1,822,641.00. The contract expires on September 30, 2018.

As of August 20, 2018, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of $22,634.18 from the original amount awarded of $1,822,641.00. The current contract value is $1,800,006.82. The prior approved change orders reflect a 1.2% decrease to the original contract value.

A three-month extension and resulting increase in the contract value are being requested because of delays in the contract review process for the new janitorial services contract, 18-408-11. The requested funding will provide for janitorial services from October 1, 2018 to December 31, 2018, or the date a new contract is signed, whichever occurs sooner.

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 increase Contract 15-408-11 in an amount of $102,300.00 (5.7% of the current contract value), from an amount of $1,800,006.82 to an amount not to exceed $1,902,306.82.

Funds are available in Accounts 101-15000-612370/612390.

Requested, Eileen M. McElligott, Administrative Services Officer, 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 September 6, 2018

Attachment