



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 SEPTEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase purchase order to the Chicago Defender, to Publish Invitations to Bid for Contracts and Legal Notices for Original Entrance and Promotional Civil Service Examinations in a Newspaper Intended to Target the African-American Market, in an amount of \$8,100.00, from an amount of \$9,900.00, to an amount not to exceed \$18,000.00, Account 101-20000-612360, Purchase Order 8008957

Dear Sir:

On December 20, 2017 a purchase order was issued to the Chicago Defender, to publish invitations to bid for contracts and legal notices for original entrance and promotional civil service examinations in a newspaper intended to target the African-American market, in an amount not to exceed \$9,900.00. This purchase order expires on December 31, 2018.

The purchase order has no prior change orders.

During 2018, the number of contracts advertised requiring Appendix D have been much greater than anticipated.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract 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 in an amount of \$8,100.00 (an 82 percent increase of the current purchase order value) to pay current and future 2018 invoices from an amount of \$9,900.00, to an amount not to exceed \$18,000.00.

Funds are available in Account 101-20000-612360.

Requested, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:MS:sms
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