



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-1264, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase 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 \$41,600.00, from an amount of \$1,902,306.82, to an amount not to exceed \$1,943,906.82, 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 December 31, 2018.

As of November 28, 2018, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$79,665.82 from the original amount awarded of \$1,822,641.00. The current contract value is \$1,902,306.82. The prior approved change orders reflect a 4.4% increase to the original contract value.

An increase in the contract value is being requested because of delays in the contract review process for the new janitorial services contract, 18-408-11. The requested increase will provide additional funding for janitorial services from December 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 \$41,600.00 (2.2% of the current contract value), from an amount of \$1,902,306.82 to an amount not to exceed \$1,943,906.82.

Funds will become available in Accounts 101-15000-612370/612390 contingent upon approval of a funds transfer, also submitted for this December 6, 2018 Board Meeting.

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 December 6, 2018

Attachment