



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0324, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF APRIL 4, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to decrease purchase order Contract 19-400-01, Emergency Janitorial Services for the Main Office Building Complex, to GSF USA Inc. in an amount of \$968.55, from an amount of \$115,000.00 to an amount not to exceed \$114,031.45, Accounts 101-15000-612370/612390, Purchase Order 3102643

Dear Sir:

On December 21, 2018, the Administrative Services Officer declared an operating emergency, and authorized the Director of Procurement and Materials Management to issue a purchase order for emergency janitorial services for the Main Office Building Complex to prevent a lapse in service. Specifically, Contract Number 19-400-01, to GSF USA Inc. in an amount not to exceed \$50,000.00, to allow GSF USA Inc. to begin work immediately on January 1, 2019.

GSF USA, Inc. performed janitorial services at the Main Office Building Complex satisfactorily during the months of January and February 2019 under the terms of this emergency contract. On February 28, 2019, GSF USA Inc. removed all of their janitorial equipment from the Main Office Building Complex. On March 1, 2019, Eco-Clean Maintenance, Inc. delivered their equipment and began providing these services to the District under Contract 18-408-11. There was no lapse of janitorial service as a result of this emergency declaration.

The reason for the requested change order is to reduce and close the purchase order. The total amount spent under this emergency Contract 19-400-01 was \$114,031.45.

As of March 22, 2019, the attached list of change orders has been approved. The effect of these change orders resulted in an increase of \$65,000.00 from the original amount awarded of \$50,000.00. The current contract value is \$115,000.00. The prior approved change orders reflect a 130% increase to the original contract value.

This change order is in compliance with the Illinois Criminal Code since the change is in the best interest of the District and was not foreseeable at the time of the signing of 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 decrease the purchase order for emergency Contract 19-400-01 in an amount of \$968.55 (0.8% of the current Contract value), from an amount of \$115,000.00, to an amount not to exceed \$114,031.45.

Funds will be restored to Accounts 101-15000-612370/612390.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:kv

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 April 4, 2019

Attachment