



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 JULY 11, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order with the Illinois Institute of Technology pursuant to Contract 17-RFP-34, Master Agreement for Professional Development Courses for a Three-Year Period, for a technical writing class in an amount of \$6,724.00, from an amount of \$6,724.00, to an amount not to exceed \$13,448.00, Account 101-25000-601100, Purchase Order 1518843

Dear Sir:

On April 1, 2019, the Director of Procurement and Materials Management issued a purchase order for a Technical Writing class under Contract 17-RFP-34, Master Agreement for Professional Development Courses for a Three-Year Period to the Illinois Institute of Technology, in an amount not to exceed \$6,724.00. The contract expires on December 30, 2019.

As of June 14, 2019, there were no previous change orders to the purchase order.

It was originally anticipated that thirty (30) Industrial Waste Division employees from the Monitoring and Research Department would participate in the Technical Writing class. The Analytical Laboratories Division has subsequently indicated a need for the course. Both divisions are responsible for writing and communicating technical and scientific information to varied audiences. It is currently anticipated that at least sixteen (16) Analytical Laboratory Division employees will be required to attend the Technical Writing training, resulting in an increase of \$6,724.00.

The 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 the purchase order for Contract 17-RFP-34 in an amount of \$6,724.00 (100.00% of the current contract value), from an amount of \$6,724.00, to an amount not to exceed \$13,448.00.

Funds are available in Account 101-25000-601100.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:KMB

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 July 11, 2019