



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0950, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 3, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian Perkovich, Executive Director

Authorization to exercise an option to extend an agreement for a one year period for Contract 17-RFP-27, Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services for the District's Law Department for a Two-year Period, with Inservio3, LLC, Accounts 101-30000-612090 and 401-50000-612090, Purchase Order 3097555

Dear Sir:

At the Board meeting of November 16, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to enter into an agreement for Contract 17-RFP-27 Duplication of Legal Materials, Trial Records and Other Reprographic and Electronic Discovery Services for the District's Law Department for a two (2) year period with Inservio3, LLC, in an amount not to exceed \$40,000.00, Accounts 101-30000-612090 and 401-50000-612090.

As of October 3, 2019 the attached change order has been approved. The net effect of the change order resulted in a decrease totaling \$14,999.00 from the original contract of \$40,000.00. The current value of the contract is \$25,000.00. The prior approved change reflects a 37.5% decrease to the original contract value due to the services provided under this contract being less than anticipated in 2019.

Under the terms of the agreement, the District has an option to extend the agreement for a third year at the same prices. The Law Department has been satisfied with the reprographic services provided by Inservio3, LLC, and wishes to exercise the one year option to extend the agreement to December 31, 2020. No additional funding is required.

This change order is in compliance with the Illinois Criminal Code because it was specifically provided for in the original contract, is germane to the original contract as signed, and is in the best interest of the District.

It is hereby requested that the Board of Commissioners authorize the Director of Procurement and Materials Management to exercise an option to extend the agreement for a one year period with Inservio3, LLC.

Funds are being requested in 2020 in Account 101-30000-612090 in the amount of \$15,000.00 and in Account 401-50000-612090 in the amount of \$10,000.00 and are contingent on the Board of Commissioners' approval of the District's budget for 2020.

Requested, Susan T. Morakalis, General Counsel, STM:LAG:DK:CN
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 October 3, 2019

Attachment