



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 OCTOBER 17, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order and amend the agreement with AMETEK Arizona Instrument LLC, for maintenance and calibration of Jerome Hydrogen Sulfide analyzers, in an amount of \$4,560.00, from an amount of \$9,480.50, to an amount not to exceed \$14,040.50, Account 101-16000-612970, Purchase Order 3103980

Dear Sir:

On March 26, 2019, the Director of Procurement and Materials Management authorized and issued a purchase order to AMETEK Arizona Instrument LLC, a sole source vendor, to maintain and calibrate, on an as-needed basis, up to ten (10) Jerome hydrogen sulfide (H₂S) analyzers that the District owns, in an amount not to exceed \$9,480.00. The purchase order expires on December 31, 2019.

As of June 27, 2019, the attached change order has been approved. The effect of this change order resulted in an increase in the amount of \$0.50, from the original amount awarded of \$9,480.00. The current contract value is \$9,480.50. The prior change order reflects a 0.01% increase to the original contract value.

Based on past maintenance needs, the original purchase order was budgeted to cover the annual calibrations for ten (10) Jerome H₂S analyzers, three (3) of which are used by the Monitoring and Research Department and seven (7) of which are used by the Maintenance and Operations Department to detect ambient H₂S levels as a part of the district-wide odor monitoring program, and also for repair. Due to unforeseen circumstances, the purchase order funds estimated for calibrations had to be spent to cover the unanticipated reconditioning of sensors for five (5) of the six (6) analyzers. The sensor reconditioning was determined by the sole source vendor to be necessary for the proper functioning of the analyzers. Therefore, additional funds in the purchase order are required to obtain the planned calibrations of four (4) units and to cover anticipated sensor reconditioning.

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 the purchase order and amend the agreement in an amount of \$4,560.00 (48% of the current contract value), from an amount of \$9,480.50, to an amount not to exceed \$14,040.50.

Funds are available in Account 101-16000-612970.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:HZ:WA:kq
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 17, 2019

Attachment