



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-1033, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 17, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order to the Chicago Defender, to Publish Invitations to Bid for Contracts and Legal Notices for Original Entrance and Promotional Civil Service Examinations in a Newspaper Intended to Target the African-American Market, in an amount of \$5,700.00, from an amount of \$9,900.00, to an amount not to exceed \$15,600.00, Account 101-20000-612360, Purchase Order 8009143

Dear Sir:

On November 2, 2018 a purchase order was issued to the Chicago Defender, to publish invitations to bid for contracts and legal notices for original entrance and promotional civil service examinations in a newspaper intended to target the African-American market, in an amount not to exceed \$9,900.00. This purchase order will be closed out after all invoices are received.

The purchase order has no prior change orders.

The Chicago Defender has moved to digital and places their newspaper on their website. They no longer offer paper copies of the newspaper. Due to this change, the District will solicit new quotes for advertising for the remainder of the year. The goal is to reduce the cost for the District if digital advertisement may be less expensive than paper advertisement.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract 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 in an amount of \$5,700.00 (a 58 percent increase of the current purchase order value), to pay current and future 2019 invoices, from an amount of \$9,900.00, to an amount not to exceed \$15,600.00.

Funds are available in Account 101-20000-612360.

Requested, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:MS:ms
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