



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0138, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING FEBRUARY 20, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authorization to amend Board Order of September 19, 2019, regarding issue purchase order and enter into an agreement with Hach Company for preventive maintenance and consumable supplies for flow injection analyzers and a spectrophotometer, in an amount not to exceed \$47,502.25, Accounts 101-16000-612970, 623570, Requisition 1527676, Agenda Item No. 30, File No. 19-0869

Dear Sir:

At the Board meeting of September 19, 2019, the Board of Commissioners duly ordered the above-stated action, Agenda Item No. 30, File No. 19-0869.

A textual error in the title/transmittal letter and resulting order indicated that the purchase order will expire on November 21, 2020. Same should have read that the purchase order will expire on December 31, 2020.

A textual error in the title/transmittal letter and resulting order indicated that \$39,502.25 of the purchase order amount would be paid in 2019, and \$8,000.00 would be paid in 2020. Same should have read funds for the 2020 expenditure, in the amount of \$47,502.25 are available in Accounts 101-16000-612970, 623570. Hach Company returned the signed documents for the agreement in 2020 rather than as anticipated in 2019, which delayed the execution of the agreement.

All other information provided in the transmittal letter is correct.

Therefore, it is requested that the aforesaid Board order of September 19, 2019 be amended to effect the changes set forth above, otherwise to remain in force and effect as heretofore enacted.

Funds are available in Accounts 101-16000-612970, 623570.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:KB:JC:TS:cs

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 February 20, 2020

Attachment