



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 20-0662, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 3, 2020**

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase Contract 19-009-11, Furnish & Deliver Cloths, Paper Towels & Toilet Tissue to Various Locations for a One-Year Period, Group B, to U.S. Compliance Centers, Inc., in an amount not to exceed \$50,000.00, from an amount of \$115,113.71, to an amount not to exceed \$165,113.71, Account 101-20000-623660, Agreement 7001616

Dear Sir:

On October 3, 2019, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 19-009-11, furnish & deliver cloths, paper towels & toilet tissue to various locations for a one-year period, Group B, to U.S. Compliance Centers, Inc., in an amount not to exceed \$105,113.72.

As of August 5, 2020, one change order has been approved for this contract. The effect of this change order resulted in an increase in the amount of \$9,999.99, from the original amount awarded of \$105,113.72. The current contract value is \$115,113.71. The prior approved change order reflects a 9.5 percent increase to the original contract value.

An increase to the contract value is being requested due to the District's ongoing demand for 1-ply C-Fold paper towels due to the Covid-19 outbreak situation.

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 Contract 19-009-11 in an amount of \$50,000.00 (approximately 43.4 percent of the current contract value), from an amount of \$115,113.71, to an amount not to exceed \$165,113.71.

Funds are available in Account 101-20000-623660.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB: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 September 3, 2020