



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0669, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 3, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order to HP Inc., to Furnish and Deliver new and replacement computer hardware and replacement toner in an amount of \$325,000.00, from an amount of \$414,000.00, to an amount not to exceed \$739,000.00, Account 101-27000-623810, Purchase Order 3107860

Dear Sir:

On December 5, 2019, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order to HP Inc., to furnish and deliver new and replacement computer hardware and replacement toner in an amount not to exceed \$414,000.00. The contract expires on December 31, 2020.

This contract has no prior change orders.

This change order is necessary to procure laptop computers and docking stations to equipment District employees for remote work as part of the COVID-19 response.

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 in an amount of \$325,000.00 (78.5% of the current contract value), from an amount of \$414,000.00, to an amount not to exceed \$739,000.00.

Funds are available in Account 101-27000-623810.

Requested, John H. Sudduth, Director of Information Technology, JS:BTS

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 September 3, 2020