



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-0042, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 21, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to decrease purchase order to the Extra Newspaper, to Publish Invitations to Bid for Contracts and Publish Legal Notices for Original Entrance and Promotional Civil Service Examinations in a Newspaper Intended to Target the Hispanic Market, in an amount of \$1,930.00, from an amount of \$13,000.00, to an amount not to exceed \$11,070.00, Account 101-20000-612360, Purchase Order 3054898

Dear Sir:

On December 22, 2008 the Director of Procurement and Materials Management issued a purchase order to the Extra Newspaper, to publish legal notices for original entrance and promotional civil service examinations in a newspaper intended to target the Hispanic market, in an amount not to exceed \$8,000.00. This purchase order expired December 31, 2009.

As of January 11, 2010, the attached list of change orders has been approved. The effect of this change order resulted in an increase in the amount of \$5,000.00 from the original purchase order amount of \$8,000.00. The current purchase order value is \$13,000.00. The prior approved change order reflects a 60% increase to the original purchase order value.

This change order is in compliance with the Illinois Criminal Code and is germane to the purchase order.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to decrease the purchase order, in an amount of \$1,930.00 (14.8 percent of the current purchase order value), from an amount of \$13,000.00, to an amount not to exceed \$11,070.00.

Funds are available in Account 101-20000-612360.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN:bb
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 January 21, 2009

Attachment