



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-0193, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF FEBRUARY 18, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to decrease purchase order and amend the agreement with CEM Holdings Corporation, for Preventive Maintenance, Service, Parts and Supplies for CEM Microwave Ovens and Sample Capping Stations and Consumable Parts not Included in the Agreement, in an amount of \$16,535.60, from an amount of \$71,572.35, to an amount not to exceed \$55,036.75, Account 101-16000-612970, Purchase Order 3042471

Dear Sir:

On December 7, 2006, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order (PO) and enter into an agreement with CEM Holdings Corporation, for preventive maintenance, service, parts and supplies for CEM microwave ovens and sample capping stations and consumable parts not included in the agreement, in an amount not to exceed \$79,065.00. The contract expired on December 31, 2009.

As of November 11, 2008, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$7,492.65 from the original amount awarded of \$79,065.00. The current contract value is \$71,572.35. The prior approved change orders reflect a 9.5% decrease to the original contract value.

A decrease is being requested at this time because the utilization of the contract was less than originally anticipated.

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 decrease the PO and amend the agreement in an amount of \$16,535.60 (23.1% of the current contract value), from an amount of \$71,572.35, to an amount not to exceed \$55,036.75.

Funds will be restored to Account 101-16000-612970.

Requested, Louis Kollias, Director of Monitoring and Research, LK:TG:MPC:KB:op
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 18, 2010

Attachment