



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-0291, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 4, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to decrease purchase order for Contract 08-405-11 Furnishing Various Temporary Personnel Services to Various Locations from January 1, 2008, to December 31, 2010, to Seville Staffing, LLC, for Groups C, D, E, F, H, I, and J in an amount of \$36,258.87, from an amount of \$66,888.77 to an amount not to exceed \$30,629.90, Accounts 101-11000, 20000, 25000, 27000, 40000, and 50000-612490 Purchase Order 3049975

Dear Sir:

On March 6, 2008, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 08-405-11 Furnishing Various Temporary Personnel Services to Various Locations from January 1, 2008, to December 31, 2010, to Seville Staffing, LLC, for Groups C, D, E, F, H, I, and J in an amount not to exceed \$73,876.65. The contract expires on December 31, 2010.

As of February 18, 2010, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$6,987.88 from the original amount awarded of \$73,876.65. The prior approved change orders reflect a 9.46% decrease to the original contract value.

A decrease in contract value is being requested at this time because the utilization of the contract services 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 purchase order for Contract 08-405-11 in an amount of \$36,258.87 (54.2% of the current contract value) from an amount of \$66,888.77 to an amount not to exceed \$30,629.90.

Funds will be restored to accounts 101-11000, 20000, 25000, 27000, 40000, and 50000-612490.

Requested, Eileen McElligott, Administrative Services Manager, EMcE:BKS:SMK:TN:GT:PJC
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 March 4, 2010

Attachments