



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 10-0900, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 12, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to increase purchase order to the Chicago Defender, 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 African-American Market, in an amount of \$7,500.00, from an amount of \$9,500.00, to an amount not to exceed \$17,000.00, Account 101-20000-612360, Purchase Order 8006302

Dear Sir:

On December 29, 2009 the Director of Procurement and Materials Management issued a purchase order to the Chicago Defender, to publish invitations to bid for contracts and legal notices for original entrance and promotional civil service examinations in a newspaper intended to target the African-American market, in an amount not to exceed \$9,500.00. This purchase order expires December 31, 2010.

This purchase order has no prior change orders.

During 2010, the number of contracts advertised requiring Appendix D, re-advertisements and the amount of civil service examinations advertising have been greater than 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 purchase order was issued, 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 \$7,500.00 (80 percent of the current purchase order value), from an amount of \$9,500.00, to an amount not to exceed \$17,000.00.

Funds are available in Account 101-20000-612360.

Requested, 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 August 12, 2010