



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-1277, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 21, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to increase purchase order and amend the agreement for Contract 07-RFP-31, Outsourcing of Storage of District Records for a Three-Year Period, with GRM Information Services, Inc. in an amount of \$17,000.00, from an amount of \$134,304.00 to an amount not to exceed \$151,304.00, Account 101-15000-612490, Purchase Order 3051395

Dear Sir:

On March 6, 2008, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement with GRM Information Services, for Contract 07-RFP-31, Outsourcing of Storage of District Records for a Three-Year Period, to GRM Information Services, Inc., in an amount not to exceed \$134,304.00. The contract expires on December 31, 2010.

This contract has no prior change orders.

The reason for this change order is to provide adequate funds to pay anticipated records storage charges until the end of 2010 at which time a new contract will have been advertised, awarded and an agreement will have been completed to provide for these services for another three-year period.

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 Contract 07-RFP-31 in an amount of \$17,000.00 (12.66% of original contract value) from an amount of \$134,304.00 to an amount not to exceed \$151,304.00.

Funds are available in Account 101-15000-612490.

Requested, Eileen McElligott, Administrative Services Manager, EMCE:BKS:MG:PM:CLG:GA
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 October 21, 2010