



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 10-1513, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 2, 2010**

#### COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Authority to increase purchase order and amend the agreement with Dynamic Refrigeration Service, for preventative maintenance and repair service, including parts, for appliances in the District cafeterias and convenience stations in an amount of \$2,000.00, from an amount of \$9,000.00, to an amount not to exceed \$11,000.00, Account 101-15000-612490, Purchase Order 8006245

Dear Sir:

On December 17, 2009, the Director of Procurement and Materials Management issued a purchase order and entered into an agreement with Dynamic Refrigeration Service, for preventative maintenance and repair service, including parts, for appliances in the District cafeterias and convenience stations, in an amount not to exceed \$9,000.00. The purchase order expires on December 31, 2010.

There are no prior changes to this purchase order.

This change is necessary to pay for District cafeteria equipment repairs that were greater than anticipated in 2010.

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 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 the purchase order and amend the agreement in an amount of \$2,000.00 (22% of the current contract value), from an amount of \$9,000.00, to an amount not to exceed \$11,000.00.

Funds are available in Account 101-15000-612490.

Requested, Eileen McElligott, Administrative Services Manager, EMcE, BKS, MG, PM, BTS 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 December 2, 2010