



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 16, 2010

COMMITTEE ON PROCUREMENT

Mr. Richard Lanyon, Executive Director

Issue purchase order and enter into an agreement with Mr. James Dencek, at a monthly fee of \$10,000.00, for administrative services relating to Board of Commissioners' activities for a period of one year, from January 1, 2011 through December 31, 2011, in an amount not to exceed \$120,000.00, Account 101-11000-601170, Requisition 1316968

Dear Sir:

It is recommended that the Board of Commissioners retain the services of Mr. James Dencek for a period of one year, from January 1, 2011 through December 31, 2011, to provide administrative services required by the offices of the Board of Commissioners. Compensation will be \$10,000.00 per month.

In recent years, Mr. Dencek has performed commendably in assisting the Board of Commissioners in their efforts to meet the increased demands on the Board to provide information to the general public; to be fully informed on all matters appearing on the regular meeting agendas; to prepare for and conduct study sessions; and to assess the need for changes in the Board's goals and policies.

Mr. Dencek's 40-plus years experience with the District in a supervisory/managerial capacity and familiarity with the goals and needs of the District makes him uniquely qualified to handle the administrative activities of the Board of Commissioners. His responsibilities will include the preparation and administration of the Board of Commissioners' annual budget, serving as a liaison with staff and responding to public and media inquiries for information. Mr. Dencek will provide these services as an independent contractor to the Board of Commissioners through the Office of the President.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Mr. James Dencek in an amount not to exceed \$120,000.00.

Funds are available in Account 101-11000-601170.

Requested, Alan J. Cook, Acting General Counsel, AJC:HSW:tn

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 16, 2010