

Department Head Approval *:



Executive Director Approval *:



* Above signatures reflect approval of the department's spreadsheet. Exceptions are to be noted individually in the spreadsheet.

Department		Item Text	Fiscal Year	Mark with 'X'		Criminal Code	Justification	Dept. Head Approval (Y or N)	ED Approval (Y or N)
Fund	Doc Type			Carry Forward	Dec. & Close / Release				
Open Purchase Orders									
Last refreshed: 1/15/2016									
Sum of Amount			2015						
0003073280	HR	Lineltem# 00004 : Emp Assistance Program 12-RFP-12	\$5,076.00	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0003073987	101	Lineltem# 00004 : Var Psych Test Servs: Police Candidates	\$2,350.00	X	3 - Best Interest of the District	Purchase order ended in 2015.			
0003075447	PORD	Lineltem# 00003 : 13-327-11 2015 Fire Supp Syst Maint	\$8,828.00	X	2 - Germane to Contract	Contract ended December 31, 2015.			
0003076578		Lineltem# 00006 : THIRD PART ADMINISTRATOR FEES	\$4,259.81	X	3 - Best Interest of the District	Purchase order ended in 2015.			
0003078673		Lineltem# 00003 : Benefits Consulting Services	\$22,268.75	X	3 - Best Interest of the District	Funds needed for continuing analysis of cost management strategies for District benefits programs.			
0003079514		Lineltem# 00002 : Court Reporting (Civil Serv-2015)	\$3,970.62	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0003079792		Lineltem# 00005 : Court Reporting (Arbitration-2015)	\$500.00	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0003082065		Lineltem# 00003 : Executive coaching services	\$3,925.00	X	3 - Best Interest of the District	Funds needed for ongoing employee development plans.			
0003082119		Lineltem# 00003 : Group Term Life (101) 2015	\$5,994.53	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0003082211		Lineltem# 00002 : Job Analyses	\$4,000.00	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0003082290		Lineltem# 00001 : Job Analyses	\$4,820.00	X	1 - Unforeseen Change	Close 2014 line of the purchase order.			
0003082990		Lineltem# 00001 : Office Management Skills Training	\$0.20	X	1 - Unforeseen Change	Close 2014 line of the purchase order.			
0008008067		Lineltem# 00001 : SAFETY: Equipment Rental	\$2,045.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0003081723		Lineltem# 00002 : Forensic psychiatric evaluations	\$91,874.25	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0003081428		Lineltem# 00002 : 2015 Fire Extinguisher Maintenance	\$5,523.08	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0003082420		Lineltem# 00002 : Physical Exam & Drug Testing Services	\$392.68	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0008008077		Lineltem# 00001 : Safety: Respiratory Evaluations	\$2,035.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
		Lineltem# 00002 : Safety:Asbestos Physical	\$900.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
		Lineltem# 00003 : Safety:Lead Physicals	\$1,200.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008093		Lineltem# 00001 : Safety:Open Order Inspect/Repair Hoists	\$742.74	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
		Lineltem# 00002 : Safety:Open Order Repair Parts-Hoists	\$3,635.60	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008078		Lineltem# 00001 : Safety: Hazmat Equipment Servicing	\$540.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
		Lineltem# 00002 : Safety: Hazmat Equipment Replace. Parts	\$704.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008068		Lineltem# 00001 : Safety: Conduct air quality studies.	\$1.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008133		Lineltem# 00001 : Safety: Open Order DRAGER TUBES	\$800.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
		Lineltem# 00002 : Safety: Open Order DRAGER TUBES	\$1,200.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008106		Lineltem# 00001 : Safety: Open Order Asbestos Analyses	\$132.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008136		Lineltem# 00001 : Toners and cartridges	\$56.06	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0003083985		Lineltem# 00003 : 2015 HR Office Supply Contract	\$969.14	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008202		Lineltem# 00001 : Safety: Open Order Shoemobile	\$10,293.39	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0005001504		Lineltem# 00001 : Safety: Hazmat Abate.15-348-11 - 2015	\$37,911.85	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			
0008008159		Lineltem# 00001 : Fitness testing for police candidates	\$600.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0008008186		Lineltem# 00001 : Safety: Back injury Training	\$6,518.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.			
0003085673		Lineltem# 00009 : Non-litigated Liability Claims	\$8,531.00	X	1 - Unforeseen Change	Close 2015 line of the purchase order.			

Open Purchase Orders									
Last refreshed: 1/15/2016									
Department	HR								
Fund	101								
Doc Type	PORD								
Sum of Amount		Fiscal Year	Mark with 'X'	Criminal Code	Justification	Dept. Head Approval (Y or N)	ED Approval (Y or N)		
PO Number	Item Text	2015	Carry Forward						
0003085673	LinItem# 00001 : WC Claims Management	\$30,192.00	X	1 - Unforeseen Change	Close 2015 line of the purchase order.				
0003085876	LinItem# 00001 : Psych Test Svcs for Police Candidates	\$39,350.00	X	1 - Unforeseen Change	Close 2015 line of the purchase order. Funds needed for ongoing litigation of claims. Actual remaining balance is \$85.50				
0003085891	LinItem# 00001 : Counsel for Workers' Compensation	\$13,248.00	X	3 - Best Interest of the District	Funds needed for ongoing litigation of claims. Actual remaining balance is \$8161.70.				
0003085933	LinItem# 00001 : Counsel for Workers' Compensation	\$9,885.70	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.				
0003087430	LinItem# 00001 : Jarvis Junior Desk	\$654.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.				
0003085782	LinItem# 00002 : Topo Standing Desk Mat	\$99.00	X	3 - Best Interest of the District	Purchase order ended December 31, 2015.				
0003085782	LinItem# 00001 : Pre-employment Background Checks	\$13,132.50	X	1 - Unforeseen Change	Close 2015 line of the purchase order. Funds needed for ongoing litigation of claims. Actual remaining balance is \$25.50.				
0003085828	LinItem# 00001 : Counsel for Workers' Compensation	\$4,628.00	X	3 - Best Interest of the District	Funds needed for delayed delivery due to change(s) in state law.				
0003087695	LinItem# 00001 : Federal & Illinois State Law Posters	\$1,343.58	X	1 - Unforeseen Change					
Grand Total		\$355,130.48							

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

DEPARTMENT: HUMAN RESOURCES

DATE January 22, 2016

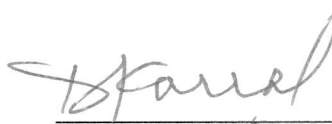
TO: David St. Pierre, Executive Director

FROM: Denice E. Korcal, Director of Human Resources

SUBJECT: Human Resources Department Open Purchase Order Review

Please review and approve the actions recommended for the attached list of open Purchase Orders as of January 15, 2016.

Recommended:



Denice E. Korcal
Director of Human Resources

Approved:



David St. Pierre
Executive Director

BKS
BKS:GT

Attachment

cc: D. LoCascio
J. Neubauer