



Metropolitan Water Reclamation District of Greater Chicago

Errata Correction

100 East Erie Street
Chicago, IL 60611

File Number: 21-0114

File Key: 21-0114

Type: Agenda Item

Status: PC Increase
PO/Change Order

Version: 1

Reference:

Controlling Body: Procurement
Committee

File Created Date : 01/22/2021

File Name:

Final Action:

Title label: Authority to increase purchase order and amend the agreement with Sirius Automation Group Inc., for preventive maintenance and consumable supplies for Sirius Automation robotic weighing systems in an amount of \$3,298.00, from an amount of \$9,980.00, to an amount not to exceed \$13,278.00, Accounts 101-16000-612970, 623570, Purchase Order 3112192 *(As Revised)*

Notes: ERRATA CORRECTION

In the Title, "Authorization to increase Purchase Order...", is corrected to read, "Authority to increase purchase order..."

Agenda item has moved from the "Authorization" section to the "Increase Purchase Order/Change Order" section on the agenda

In the Title and last paragraph, the account number is corrected to read, "Accounts 101-16000-612970, 623570"

Sponsors:

Enactment Date:

Attachments:

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 21-0114

Authority to increase purchase order and amend the agreement with Sirius Automation Group Inc., for preventive maintenance and consumable supplies for Sirius Automation robotic weighing systems in an amount of \$3,298.00, from an amount of \$9,980.00, to an amount not to exceed \$13,278.00, Accounts 101-16000-612970, 623570, Purchase Order 3112192 *(As Revised)*

Dear Sir:

On January 8, 2021, the Director of Procurement and Materials Management authorized and issued a purchase order to Sirius Automation Group Inc., a sole source vendor, for preventive maintenance and consumable supplies for Sirius Automation robotic weighing systems that the Metropolitan Water Reclamation District of Greater Chicago (District) owns, in an amount not to exceed \$9,980.00. The purchase order expires on December 31, 2021.

There are no prior change orders to this purchase order.

Based on 2020 maintenance needs, the purchase order was budgeted to cover priority unlimited telephone and web-based support, including one onsite Annual Preventative Maintenance visit, and two priority onsite service calls per instrument for two systems. The Total Solids/Volatile Total Solids by Volume and Weight automated weighing station, which was not included in the purchase order, has since become out-of-service. In order to have sufficient funds to include this weighing station in the preventative maintenance agreement so that it can be repaired, additional funds are needed. The repair is necessary for the proper functioning of the robotic system.

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 the purchase order and amend the agreement in an amount of \$3,780.00 (33% of the current contract value), from an amount of \$9,980.00, to an amount not to exceed \$13,278.00.

Funds are available in Accounts 101-16000-612970, 623570.

Requested, Edward W. Podczewinski, Director of Monitoring and Research, EWP:RA:JC:VRO:bb
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 February 4, 2021



Metropolitan Water Reclamation District of Greater Chicago

Errata Correction

100 East Erie Street
Chicago, IL 60611

File Number: 21-0124

File Key: 21-0124

Type: Agenda Item

Status: PC Authorization

Version: 1

Reference:

Controlling Body: Procurement
Committee

File Created Date : 01/27/2021

File Name:

Final Action:

Title label: Authorization to execute change orders to decrease purchase orders or carryforward FY2020 encumbrances to FY2021 *(As Revised)*

Notes: ERRATA CORRECTION

Attachment No. 13 titled, "Information Technology Department - FY2020 Purchase Orders", is replaced.

Sponsors:

Enactment Date:

Attachments: Board of Commissioners - FY2020 Purchase Orders, Engineering Department - FY2020 Purchase Orders, Finance Department - FY2020 Purchase Orders, General Administration Department - FY2020 Purchase Orders, Human Resources Department - FY2020 Purchase Orders, Law Department - FY2020 Purchase Orders, Maintenance and Operations Department 66 - FY2020 Purchase Orders, Maintenance and Operations Department 67 - FY2020 Purchase Orders, Maintenance and Operations Department 68 - FY2020 Purchase Orders, Maintenance and Operations Department 69 - FY2020 Purchase Orders, Monitoring and Research Department - FY2020 Purchase Orders, Procurement and Materials Management Department - FY2020 Purchase Orders, Information Technology Department - FY2020 Purchase Orders

Enactment Number:

Contact:

Hearing Date:

Drafter:

Effective Date:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 21-0124

Authorization to execute change orders to decrease purchase orders or carryforward FY2020

encumbrances to FY2021 (*As Revised*)

Dear Sir:

The attached list of purchase orders have encumbered funds designated for fiscal year (FY) 2020. The District is requesting authorization to execute change orders required to decrease the encumbered funds for FY2020 for these purchase orders. Some of the change orders will result in the respective purchase order being closed.

It is hereby recommended that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute said change orders.

Monies will be restored to Funds 101, 201, 401, 501, and 901, where appropriate.

If the FY2020 encumbrance is required for FY2021, the District is requesting authorization to carryforward the encumbrance to FY2021, to cover obligations in 2021 which were anticipated and appropriated in the 2021 Budget. The Budget Office will perform this task after final change orders to decrease the FY2020 encumbrances are completed.

It is hereby recommended that the Board of Commissioners authorize the Administrative Services Officer to execute said carryforward process.

Funds will be encumbered in Funds 101, 201, 401, 501 and 901, where appropriate.

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management,
DAL:SEB:ms

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 February 4, 2021

Attachments