



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 FEBRUARY 16, 2023

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to decrease purchase order for Contract 19-109-12 (Re-Bid), Repairs, Service and Parts for American Sigma/Hach Auto Samplers, Flowmeters and Sampling Accessories to Hach Company, in an amount of \$10,644.50, from an amount of \$64,415.12, to an amount not to exceed \$53,770.62, Account 101-16000-612970, Purchase Order 3106324

Dear Sir:

On August 8, 2019, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 19-109-12 (Re-Bid), Repairs, Service and Parts for American Sigma/Hach Auto Samplers, Flowmeters and Sampling Accessories to Hach Company in an amount not to exceed \$77,703.65. The contract was scheduled to expire on June 30, 2021, but was carried forward into 2022.

As of February 4, 2022, the attached list of change orders has been approved.

Original Purchase Order Amount	\$77,703.65
Date of Board Approval	8/8/2019
Cumulative Change Order (February 4, 2022)	\$13,288.53
% Change of Original Purchase Order Value	-17.1%
Current Contract Value	\$64,415.12
Requested Decrease	\$10,644.50
New Purchase Order Value	\$53,770.62
% Change of Current Purchase Order Value	-16.52%
% Change of Original Purchase Order Value	-30.80%

This change order will result in the purchase order being closed. This purchase order was inadvertently omitted from the purchase order list for authorization to execute change orders to decrease purchase orders or carryforward FY2022 encumbrances to FY2023 that was submitted at the February 2, 2023, board meeting.

This change order is in compliance with the Illinois Criminal Code since the change 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 decrease the purchase order for Contract 19-109-12 (Re-Bid) in an amount of \$10,644.50 (16.52 % of the current contract value), from an amount of \$64,415.12, to an amount not to exceed \$53,770.62.

Funds will be restored to Account 101-16000-612970.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:RA:tm
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Marcelino Garcia, 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 16, 2023

Attachment