



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-0053, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 19, 2017**

#### COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Authority to increase purchase order and exercise an option to extend agreement for two additional one year periods, for Contract 13-RFP-14, Litigation Case and Document Management System for the District's Law Department for a Three-Year Period, with Legal Files Software, Inc., in an amount not to exceed \$19,476.00 from an amount of \$91,554.00, to an amount not to exceed \$111,030.00, Account 101-27000-612820, Purchase Order 3079531

Dear Sir:

At the Board meeting of November 7, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 13-RFP-14 Litigation Case and Document Management System for the District's Law Department for a Three-Year Period, with Legal Files Software, Inc., for an amount not to exceed \$91,976.00. The contract expires on January 31, 2017.

As of January 5, 2017, the attached change orders have been approved. The net effect of these change orders resulted in a decrease totaling \$422.00, from the original amount awarded of \$91,976.00. The current value is \$91,554.00. The prior approved changes reflect a .46% decrease to the original contract value.

Under the terms of the agreement, the District has an option to extend the agreement for two additional one year periods. The Law Department has been satisfied with the document management services provided by Legal Files Software, Inc., and wishes to exercise the option to extend the agreement for two additional one year periods to January 31, 2019.

This change order is in compliance with the Illinois Criminal Code because it was specifically provided for in the original contract, is germane to the original contract as 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 exercise an option to extend the agreement for two additional one year periods, for Contract 13-RFP-14, with Legal Files Software Inc., in an amount of \$19,476.00 (21.2% of the current contract value) from an amount of \$91,554.00, to an amount not to exceed \$111,030.00.

The estimated expenditure for 2017 is \$9,501.00 in Account 101-27000-612820. The estimated expenditure for 2018 is \$9,975.00 in Account 101-27000-612820 and is contingent on the Board of Commissioners' approval of the District's budget for that year.

Funds are available in Account 101-27000-612820.

Requested, Ronald M. Hill, General Counsel, RMH:LLD: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 January 19, 2017

Attachment