File #:	19-0758	**Version:** 1		
Type:	Agenda Item	**Status:**	Adopted	
File created:	7/29/2019	**In control:**	Procurement Committee	
On agenda:	8/8/2019	**Final action:**	8/8/2019	
Title:	Authority to increase purchase order and exercise an option to extend agreement for 90 days with Microsystems, Inc. for Contract 15-RFP-19 (Re-Bid), Microfilming and Scanning Services for a Thirty-Six (36) Month Period, in an amount of $39,105.74, from an amount of $290,312.46 to an amount not to exceed $329,418.20, Account 101-15000-612090, Purchase Order 3090993			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	1. Change Order Log PO 3090993 - v2.pdf			

Date	Ver.	Action By	Action	Result
8/8/2019	1	Board of Commissioners	Approved	Pass

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 8, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order and exercise an option to extend agreement for 90 days with Microsystems, Inc. for Contract 15-RFP-19 (Re-Bid), Microfilming and Scanning Services for a Thirty-Six (36) Month Period, in an amount of $39,105.74, from an amount of $290,312.46 to an amount not to exceed $329,418.20, Account 101-15000-612090, Purchase Order 3090993

Dear Sir:

On July 7, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 15-RFP-19 (Re-Bid), Microfilming and Scanning Services for a Thirty-Six (36) Month Period with Microsystems, Inc., in an amount not to exceed $318,297.75. The contract currently expires on September 1, 2019.

As of July 23, 2019, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of $27,976.29, from the original amount awarded of $318,297.75. The current contract value is $290,312.46. The prior approved change orders reflect an 8.8% decrease to the original contract value.

Under the terms of Article 16 of the agreement, the District may extend the contract period for a term not to exceed 90 calendar days from and after the closing date. During the period of extension, the District agrees to purchase its requirements covered by the contract from Microsystems, Inc. and Microsystems Inc. agrees to supply same at the prices specified in the contract.

This change order is requested in order to fund the 90 day contract extension. This change order will allow staff to submit the maximum amount of documents for scanning before the extended contract deadline of

December 1, 2019. There was also a delay in production of scanned documents under this contract in 2018 due to a pricing dispute. The requested increase will allow the District to catch up to the original amount of documents estimated to be scanned under this contract.

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.

In view of the foregoing, it is requested that the Board of Commissioners Board of Commissioners authorize the Director of Procurement and Materials Management to extend the agreement with Microsystems, Inc. for 90 days until December 1, 2019. It is also requested that the Board of Commissioners authorize the Director of Procurement and Materials Management to execute a change order to increase the purchase order in an amount of $39,105.74 (13.5% of the current contract value), from an amount of $290,312.46, to an amount not to exceed $329,418.20.

Funds are available in Account 101-15000-612090.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:TG
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 August 8, 2019

Attachment