



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 17-0896, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 31, 2017

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to decrease purchase order to Fairmont Supply Company for purchase of emergency lighting, in an amount of \$15,000.10, from an amount of \$15,000.10, to an amount of \$0.00, Account 101-20000-623070, Purchase Order 3094117

Dear Sir:

On May 1, 2017, a purchase order was issued to Fairmont Supply Company, for purchase of emergency lighting, in an amount not to exceed \$15,000.10. The purchase order expires on December 31, 2017.

The purchase order has no prior change orders.

After issuing the purchase order, the District was notified that the items had become obsolete, and therefore the vendor could no longer supply them.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the purchase order 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 decrease and close the purchase order in an amount of \$15,000.10, from an amount of \$15,000.10, to an amount of \$0.00.

Funds are available in Account 101-20000-623070.

Requested, Darlene A. LoCascio, Director of Procurement and Materials Management, DAL:SEB:JN: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 August 31, 2017