



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 17-1117, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 2, 2017**

#### COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order with Forward Space, LLC for stand-up desks in an amount of \$8,000.000 from an amount of \$24,999.00 to an amount not to exceed \$32,999.00, Account 101-25000-623520, Purchase Order 8008785

Dear Sir:

On March 14, 2017, the Director of Procurement and Materials Management issued a purchase order to Forward Space, LLC to furnish and deliver stand-up desks for employees in an amount not to exceed \$24,999.00 as part of the District's on-going employee wellness efforts. This purchase order expires on December 31, 2017.

The purchase order has no prior change orders.

Stand-up desks were ordered for interested employees on a first-come-first-serve basis throughout 2017. These desks allow employees to work in a sitting or standing position at their workstation. The interest in these stand-up desks was far greater than anticipated.

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 in an amount of \$8,000.000 from an amount of \$24,999.00 to an amount not to exceed \$32,999.00. This is a 32.0% increase of the current purchase order value.

Funds are available in Account 101-25000-623520.

Requested, Beverly K. Sanders, Director of Human Resources

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 November 2, 2017