



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 APRIL 5, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authority to increase purchase order for Contract 15-RFP-17R Workplace Behavioral Skills Training for Maintenance Laborers for a Three-Year Period (Re-Bid), to Morton College in an amount of \$17,326.08, from an amount of \$26,713.35, to an amount not to exceed \$44,039.43, Account 101-25000-601100, Purchase Order 3089072

Dear Sir:

On December 17, 2015, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 15-RFP-17R, Workplace Behavioral Skills Training for Maintenance Laborers for a Three-Year Period (Re-Bid) to Morton College, in an amount not to exceed \$29,007.60. The contract expires on December 31, 2018.

As of March 16, 2018, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease of the purchase order to Morton College in an amount of \$2,294.25 (7.9% decrease) from the original amount awarded of \$29,007.60, to a current value of \$26,713.35. Additional funds are needed to continue training laborers for the period from April to December, 2018.

It was originally anticipated that thirty (30) Maintenance Laborers would participate in the workplace behavioral skills training over the length of the contract. Since the inception of the training program, forty-six (46) Maintenance Laborers have been hired. The workplace behavioral skills training program has been extremely successful in integrating newly appointed Maintenance Laborers into the District's workforce. It is currently anticipated that an additional twenty-four (24) Maintenance Laborers will be required to attend the workplace behavioral skills training resulting in an additional amount of \$17,326.08 through December 31, 2018.

The change order is in compliance with the Illinois Criminal Code since the change is due to circumstances not reasonable 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 for Contract 15-RFP-17R in an amount of \$17,326.08 (64.86% of the current contract value), from an amount of \$26,713.35, to an amount not to exceed \$44,039.43.

Funds are available in Account 101-25000-601100

Requested, Beverly K. Sanders, Director of Human Resources, BKS:RJB:SB

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 April 5, 2018

Attachment