



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 18-0599, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 21, 2018**

#### COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Issue purchase order and amend the agreement with Workforce Software, LLC to provide new time clocks and maintenance in an amount not to exceed \$14,914.60, Account 101-27000-623850, 612840 Requisition 1494152

Dear Sir:

Authorization is requested to issue a purchase order and amend the agreement with Workforce Software, LLC to provide new time clocks and maintenance.

New time clocks have been requested by multiple departments to add additional locations employees can clock in and out from.

The District already has an agreement in effect with Workforce Software, LLC that extends to December 31, 2018, which will be amended to include the above items.

Workforce Software, LLC is registered and in good standing with the State of Illinois.

In view of the foregoing, it is requested that the Director of Procurement and Materials Management be authorized to issue said purchase order and amend the agreement with Workforce Software, LLC in an amount not to exceed \$14,914.60.

Funds for the 2018 expenditure, in the amount of \$14,914.60 are available in 101-27000-623850, 612840.

Requested, John Sudduth, Director of Information Technology, JS:SK:RP

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 June 21, 2018