



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0782, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to decrease purchase order and amend the agreement with The Ingalls Memorial Hospital for Contract 16-RFP-27 Pre-employment Physical Examination and Drug-Alcohol Testing Services in an amount of \$11,500.00, from an amount of \$106,110.00, to an amount not to exceed \$94,610.00, Account 101-25000-612260, Purchase Order 3093692

Dear Sir:

On December 15, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue purchase order and enter into an agreement for Contract 16-RFP-27 Pre-employment Physical Examination and Drug-Alcohol Testing Services with The Ingalls Memorial Hospital in an amount not to exceed \$120,000.00. The contract expires on December 31, 2019.

As of July 20, 2018, the attached list of change orders have been approved. The effect of this change order resulted in a decrease of the purchase order an amount of \$13,890.00 (a 11.58% decrease) from the original amount awarded of \$120,000.00, to a current value of \$106,110.00.

The decrease in the purchase order is due to the District utilizing fewer pre-employment physicals than anticipated and a reduction in the number of candidates electing to receive voluntary immunizations that are offered at the time of hire.

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 decrease the purchase order and amend the agreement for Contract 16-RFP-27 in an amount of \$11,500.00 (10.84% of the current contract value), from an amount of \$106,110.00, to an amount not to exceed \$94,610.00.

Funds are restored in Account 101-25000-612260.

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 August 2, 2018

Attachment