



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 AUGUST 2, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase purchase order and extend the agreement for a ninety-one (91) day period, for Contract 11-RFP-19, Fleet Vehicle Management Services for a 36-Month Period, with LeasePlan USA, Inc., in an amount not to exceed \$93,500.00, from an amount of \$2,975,299.78, to an amount not to exceed \$3,068,799.78, Accounts 101-15000-612080/612860, Purchase Order 3070364

Dear Sir:

On October 6, 2011, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 11-RFP-19, Fleet Vehicle Management Services for a 36-Month Period, with LeasePlan USA, Inc., in an amount not to exceed \$991,132.00. The original contract expired on October 31, 2014. On September 18, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to extend the contract for an additional thirty-six (36) month period to October 31, 2017. The Administrative Services Officer has authorized extensions for an additional sixty-one (61) days. On December 21, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to extend the contract for an additional fifty-nine (59) day period to February 28, 2018. On March 1, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to extend the contract for an additional ninety-two (92) day period to May 31, 2018. On June 2, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to extend the contract for an additional eighty-six (86) day period to August 31, 2018.

As of July 17, 2018, the attached change orders have been approved. The net effect of these change orders resulted in an increase totaling \$1,984,167.78, from the amount originally awarded of \$991,132.00. The current value is \$2,975,299.78. The prior approved changes reflect a 200% increase to the original contract value.

This change order is requested to provide for the opportunity to proceed with the advertising of Contract 17-RPF-28 (Re-Bid), Fleet Vehicle Maintenance Management Services for a 36-Month Period. An increase of \$93,500.00 and contract extension of the purchase order through November 30, 2018 is required to allow for the review of the proposals, the completion of the interviews, and the awarding of the contract. August 8, 2018 is the anticipated advertisement date and September 18, 2018 is the anticipated contract award date.

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.

In view of the foregoing, it is requested that the Board of Commissioners authorize the Director of Procurement and Materials Management to increase the purchase order in an amount of \$93,500.00 (3.1% of the current contract value) from an amount of \$2,975,299.78, to an amount not to exceed \$3,068,799.78, and extend the agreement for a ninety-one (91) day period from August 31, 2018 to November 30, 2018.

Funds are available in Accounts 101-15000-612080/612860.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:LSA

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