



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0989, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF OCTOBER 4, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to increase purchase order with Fisher Scientific Company LLC, to Furnish and Deliver Lab Supplies, Glassware and Chemicals for Various Locations, Contract 16-100-12, in an amount of \$10,000.00, from an amount of \$136,890.20, to an amount not to exceed \$146,890.20, Account 101-16000- 623570, Purchase Order 3089303

Dear Sir:

On April 7, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order with Fisher Scientific Company LLC, to furnish and deliver lab supplies, glassware and chemicals to various locations, Contract 16-100-12, in an amount not to exceed \$120,975.00. The contract expires on December 31, 2018.

As of September 19, 2017, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in the amount of \$15,915.20, from the original amount awarded of \$120,975.00. The current contract value is \$136,890.20. The prior change orders reflect a 13.2 percent increase to the original contract value.

The purchase order for Contract 16-100-12 is to furnish and deliver lab supplies, glassware and chemicals for various locations. Due to the HVAC renovation, laboratories require additional materials to run efficiently according to laboratory accreditation requirements. Additionally, increased supply demands have occurred due to various studies that the laboratories perform, as well as the need for chemicals with limited holding times that cannot be contained in the storeroom.

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 and amend the contract in an amount of \$10,000.00 (7.3 percent of the current contract value), from an amount of \$136,890.20, to an amount not to exceed \$146,890.20.

Funds are available in Account 101-16000-623570.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:DC:KB:RA:cs
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 October 4, 2018

Attachment