



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0032, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 10, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order for emergency Contract 19-400-01, Janitorial Services for the Main Office Building Complex, to GSF USA Inc. in an amount of \$65,000.00, from an amount of \$50,000.00 to an amount not to exceed \$115,000.00, Accounts 101-15000-612370/612390, Purchase Order 3102643

Dear Sir:

On December 31, 2018, Contract 15-408-11, Janitorial Services for the Main Office Building Complex, for a Thirty-Six (36) Month Period, to GSF USA Inc. expired. A three month extension for this Contract was approved by the Board of Commissioners on September 6, 2018, Agenda Item No. 68, File No. 18-0831.

On November 15, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to award subsequent Contract 18-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, to Eco-Clean Maintenance, Inc. in an amount not to exceed \$1,963,700.00, Agenda Item No. 28, File No. 18-1196.

On December 6, 2018 the President of Eco-Clean Maintenance Inc. notified the Director of Procurement and Materials Management that they are not able to provide the required Contractor's bond. An award for Contract 18-408-11 to Perfect Cleaning Service Corporation is being sought at this same Board meeting. However, it is not expected that this Contract will be fully executed until March 1, 2019.

On December 21, 2018, the Administrative Services Officer declared an operating emergency, and authorized the Director of Procurement and Materials Management to issue a purchase order for janitorial services for the Main Office Building Complex to prevent a lapse in service. Specifically, Contract Number 19-400-01, to GSF USA Inc. in an amount not to exceed \$50,000.00, to allow GSF USA Inc. to begin work immediately on January 1, 2019.

The reason for the requested change order is to enable GSF USA Inc. to provide janitorial services to the Main Office Building Complex for the period of January 28, 2019 to February 28, 2019.

There have been no prior change orders to the Contract.

This change order is in compliance with the Illinois Criminal Code since the change 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 emergency Contract 19-400-01 in an amount of \$65,000.00 (130% of the current Contract value), from an amount of \$50,000.00, to an amount not to exceed \$115,000.00.

Funds are available in Accounts 101-15000-612370/612390.

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

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 January 10, 2019