



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 8, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase Contract 16-405-12 (Re-Bid), Provide Maintenance and Printing Supplies for Xerox Nuvera 288 and DocuColor 7002 at the MWRDGC Print Shop for a Thirty-Six (36) Month Period, to Xerox Corporation, in an amount of \$9,401.69, from an amount of \$217,792.14 to an amount not to exceed \$227,193.83, Account 101-15000-612800, Purchase Order 3088797

Dear Sir:

On February 18, 2016, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 16-405-12 (Re-Bid), Provide Maintenance and Printing Supplies for Xerox Nuvera 288 and DocuColor 7002 at the MWRDGC Print Shop for a Thirty-Six (36) Month Period, to Xerox Corporation, in an amount not to exceed \$251,900.00. The contract expired on June 8, 2019.

As of July 23, 2019, the attached list of change orders has been approved. The effect of these change orders resulted in a decrease in an amount of \$34,107.86 from the original amount awarded of \$251,900.00. The current contract value is \$217,792.14. The prior approved change orders reflect a 13.5% decrease to the original contract value.

An increase in the contract value is requested at this time in order to fund unexpected service needs on the Xerox machines operating in the print shop. It was expected that new machines delivered under Contract 19-RFP-08 were to be installed in April. The new machines were not delivered and installed until June, but are now fully operational, allowing this contract to be closed. The requested increase will fund the additional service charges on the old machines.

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 original 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 for Contract 16-405-12 (Re-Bid) in an amount of \$9,401.69 (4.3% of the current contract value) from an amount of \$217,792.14 to an amount not to exceed \$227,193.83.

Funds are available in Account 101-15000-612800.

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

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 8, 2019

Attachment