



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0895, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF NOVEMBER 5, 2020

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order and amend the agreement with Chard, Snyder & Associates, LLC (formerly, Chard Snyder & Associates, Inc.) for Contract 17-RFP-16 Flexible Spending Account Administrator in an amount of \$9,968.00, from an amount of \$202,161.00, to an amount not to exceed \$212,129.00, 101-25000-612430, Purchase Order 3095204

Dear Sir:

On April 20, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 17-RFP-16 Flexible Spending Account Administrator with Chard Snyder & Associates, Inc., in an amount not to exceed \$195,000.00. On January 1, 2020 the District was notified that Chard Snyder & Associates, Inc. changed its company name to, "Chard, Snyder & Associates, LLC."

As of October 31, 2020, the attached list of change orders has been approved. The change orders have resulted in a total increase in the amount of \$7,161.00 (a 3.67% increase) from the original amount awarded of \$195,000.00, to a value of \$202,161.00. These increases are due to higher than anticipated annual flexible spending account utilization over the period since the contract was awarded.

This change order is to increase the purchase order in an amount of \$9,968.00, from an amount of \$41,032.00, to an amount not to exceed \$51,000.00. Administrative expenses continue to be higher due to a larger number of flexible spending accounts than anticipated at the time the contract was awarded.

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 agreement for Contract 17-RFP-16 in an amount of \$9,968.00 (4.93% of the current contract value), from an amount of \$202,161.00, to an amount not to exceed \$212,129.00.

Funds are available in Account 101-25000-612430.

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 November 5, 2020

Attachment

