



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 20-0922, **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 extend agreement for a three (3) month period, for Contract 14-RFP-22 Remote Storage of District Records, with R4 Services LLC, in an amount not to exceed \$9,920.00, from an amount of \$198,673.82, to an amount not to exceed \$208,310.10, Account 101-15000-612490, Purchase Order 3083751

Dear Sir:

At the Board meeting of September 4, 2014, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order and enter into an agreement for Contract 14-RFP-22 Remote Storage of District Records with R4 Services LLC, in an amount not to exceed \$119,000.00. On October 5, 2017, the Board of Commissioners authorized the Director of Procurement and Materials Management to exercise the option to extend the agreement for an additional thirty-six (36) month period. The contract expires on December 17, 2020.

As of October 19, 2020, the attached change orders have been approved. The net effect of these change orders resulted in an increase totaling \$79,673.82, from the amount originally awarded of \$119,000.00. The current value is \$198,673.82. The prior approved changes reflect a 66.9% increase to the original contract value and have extended the contract thirty-six (36) months from its original termination date of December 17, 2017.

A replacement contract was scheduled to be in place by December 17, 2020. However, it is recommended that the District be allowed the three (3) month extension to fully evaluate the proposals for the replacement contract which were submitted on October 30, 2020. The District will not be obligated to complete the term of the extension if a replacement contract is awarded within the three (3) month extension period.

This change order is in compliance with the Illinois Criminal Code since the circumstances were unforeseen at the time the original contract was signed, and it 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 extend the agreement for a three (3) month period for Contract 14-RFP-22 in an amount of \$9,920.00 (5.0% of the current contract value), from an amount of \$198,673.82 to an amount not to exceed \$208,310.10.

Funds are available in Account 101-15000-612490.

Requested, William S. Sheriff, Acting Administrative Services Officer, SAR:JRM:CO
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