



# Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street  
Chicago, IL 60611

## Legislation Text

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**File #:** 21-0375, **Version:** 1

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### **TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 6, 2021**

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase and extend purchase order to Canon Solutions America, Inc. for the leasing of multi-functional photocopier devices in an amount of \$12,000.00 from an amount of \$1,652,596.39 to an amount not to exceed \$1,664,596.39, Account 101-27000-612810, Purchase Order 3079801

Dear Sir:

On November 7, 2013, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order to Canon Solutions America, Inc. for the related services under the City of Chicago contract 28364, in an amount not to exceed \$157,182.00. This purchase order expires will expire in July 14, 2021.

As of November 22, 2019, the attached list of change orders has been approved. The effect of these change orders resulted in an increase in an amount of \$1,464,414.39, from the original amount awarded of \$157,182.00. The current contract value is \$1,621,596.39. The prior approved change orders reflect a 931.7% increase to the original contract value.

The City of Chicago extended this contract from December 15, 2020 to July 14, 2021. This extension will allow the District to continue to receive maintenance and support for our fleet of existing Canon multi-functional photocopiers through July 14, 2021.

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 and extend the agreement in an amount of \$12,000.00 (0.7% of the current contract value), from an amount of \$1,652,596.39, to an amount not to exceed \$1,664,596.39 and extend the contract to July 14, 2021.

Funds for the 2021 expenditure, in the amount of \$12,000.00, are available in Account 101-27000-612810.

Requested, John H. Sudduth, Director of Information Technology, JS:BTS:JR:ML:ml

Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management

Respectfully Submitted, Josina Morita, 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 May 6, 2021

Attachment