



# 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 5, 2021

#### COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order and exercise an option to extend the agreement for twenty-four (24) months, with Lease Plan U.S.A., Inc., for Contract 17-RFP-28R Fleet Vehicle Maintenance Management Services for a 36-Month Period, in an amount of \$829,800.00, from an amount of \$1,046,288.84, to an amount not to exceed \$1,876,088.84, Accounts 101-15000-612080 and 612860, Purchase Order 3102446

Dear Sir:

On September 20, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to award Contract 17-RFP-28R Fleet Vehicle Maintenance Management Services for a 36-Month Period to Lease Plan U.S.A., Inc., in an amount not to exceed \$1,248,984.00. The contract expires on November 30, 2021.

As of July 20, 2021, the attached list of change orders has been approved.

Original contract Amount	\$1,248,984.00
Date of Board Approval	9/20/2018
Cumulative Change Order (7/20/2021)	(\$202,695.16)
% Change of Original Contract Value	(16.23%)
Current Contract Value	\$1,046,288.84
Requested Increase	\$829,800.00
New Contract Value	\$1,876,088.84
% Change of Current Contract Value	79.31%
% Change of Original Contract Value	66.44%

The current thirty-six (36) month contract expires on November 30, 2021. General Administration is requesting approval to exercise the twenty-four (24) month extension option in the contract. The extension will allow for the continued management of the General Administration fleet. Lease Plan U.S.A., Inc. has agreed to extend the contract for a twenty-four (24) month extension at the same rates as the current contract. LeasePlan USA, Inc. provides fleet vehicle management services which include the administration of the routine preventive maintenance as well as mechanical repairs, the reporting of accidents and managing the collision-repair process, along with access to a fuel card program which allows for the fueling of 75 fleet vehicles that are not currently fueled on-site.

This change order is in compliance with the Illinois Criminal Code since the change is germane to the contract 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 increase purchase order and exercise an option to extend the agreement for twenty-four (24) months, for Contract 17-RFP-28R in an amount of \$829,800.00 (79.31% of the current contract

value), from an amount of \$1,046,288.84, to an amount not to exceed \$1,876,088.84. The contract would expire on November 30, 2023, with an approved extension.

Funds for the 2021 expenditure in the amount of \$34,575.00, are available in Accounts 101-15000-612080 and 612860. The estimated expenditures for 2022, and 2023 are \$414,900.00 and \$380,325.00 respectively, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Shellie A. Riedle, Acting Administrative Services Officer, JRM:LSA

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 5, 2021

Attachment