



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 JANUARY 6, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to increase purchase order to 1st Metropolitan Translation Services Inc., to provide translation and interpretation services in an amount of \$7,800.00, from an amount of \$9,900.00, to an amount not to exceed \$17,700.00, Account 101-15000-612490, Purchase Order 8009776

Dear Sir:

On December 9, 2020, the Director of Procurement and Materials Management issued a purchase order to 1st Metropolitan Translation Services Inc., to provide translation and interpretation services in an amount not to exceed \$9,900.00.

As of December 23, 2021, there have been no change orders on this purchase order.

Original purchase order Amount	\$9,900.00
Date of Award	12/09/2020
Cumulative Change Order (12/23/2021)	(\$0)
% Change of Original Purchase Order Value	(0.0%)
Current Purchase Order Value	\$9,900.00
Requested Increase	\$7,800.00
New Purchase Order Value	\$17,700.00
% Change of Current Purchase Order Value	78.79%

An increase in the purchase order value is being requested to provide additional translation services. To increase the number of educational materials in multiple languages, a request was made to the vendor to translate the following documents into Polish and Simplified Chinese: The Calumet, Hanover Park, Kirie, Lemont, Tarp, Egan, O'Brien, and Stickney Fact Sheets, the Odor/Dump/Blockage Hotline Card, and the Good Neighbor and Water Wellness flyers. In addition, the 2021 Agency Brochure, and 2021 Presidents Message must also be translated into Spanish, Polish, and Simplified Chinese. The quote for these services exceeds the current purchase order amount by \$7,800.00. Therefore, a change order is necessary to make payment for these additional services.

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 purchase order was issued 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 purchase order in an amount of \$7,800.00 (78.79% of the current contract value), from an amount of \$9,900.00, to an amount not to exceed \$17,700.00.

Funds for the 2021 expenditure are available in Accounts 101-15000-612490.

Requested, Shellie A. Riedle, Administrative Services Officer, AF: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 January 6, 2022