



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 22-0026, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING JANUARY 20, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authorization to amend Board Order of September 2, 2021, regarding issue purchase order and enter into an agreement with Hach Company for preventive maintenance and consumable supplies for flow injection analyzers and a spectrophotometer, in an amount not to exceed \$12,163.00, Accounts 101-16000-612970, 623570, Requisition 1567066, Agenda Item No. 21, File No. 21-0741

Dear Sir:

At the Board meeting of September 2, 2021, the Board of Commissioners duly ordered the above-stated action, Agenda Item No. 21, File No. 21-0741.

A textual error in the title/transmittal letter and resulting order indicated that the purchase order will begin on November 22, 2021, and expire on December 31, 2022. Same should have read that the purchase order will begin on approximately January 31, 2022, and expire on December 31, 2022. Hach Company did not return the signed documents for the agreement as anticipated in 2021. It is expected that Hach Company will return the signed agreement in early 2022.

A textual error in the title/transmittal letter and resulting order indicated that \$11,163.00 of the purchase order amount would be paid in 2021, and \$1,000.00 would be paid in 2022. Same should have read funds for the 2022 expenditure, in the amount of \$12,163.00 are available in Accounts 101-16000-612970, 623570. Due to the delay in receiving the agreement, all expenditures will be paid under this purchase order in 2022.

All other information provided in the transmittal letter is correct.

Therefore, it is requested that the aforesaid Board order of September 2, 2021, be amended to effect the changes set forth above, otherwise to remain in force and effect as heretofore enacted.

Funds are available in Accounts 101-16000-612970, 623570.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:RA:JC:PG:ca
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 20, 2022

Attachment