



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 SEPTEMBER 1, 2022

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Authority to decrease purchase order for Contract 19-102-11, Furnish and Deliver Laboratory Supplies, Glassware and Chemicals, to Fisher Scientific Company, L.L.C. in an amount of \$1,025.36, from an amount of \$137,918.62, to an amount not to exceed \$136,893.26, Account 101-16000-623570, Purchase Order 3101705

Dear Sir:

On October 4, 2018, the Board of Commissioners authorized the Director of Procurement and Materials Management to issue a purchase order for Contract 19-102-11 furnish and deliver laboratory supplies, glassware, and chemicals to Fisher Scientific Company, L.L.C. in an amount not to exceed \$114,420.00. The contract was scheduled to expire on December 31, 2021, but was carried forward into 2022.

As of December 2, 2021, the attached list of change orders has been approved.

Original Purchase Order Amount	\$114,420.00
Date of Board Approval	10/4/2018
Cumulative Change Order (December 2, 2021)	\$23,498.62
% Change of Original Purchase Order Value	20.5%
Current Contract Value	\$137,918.62
Requested Decrease	\$1,025.36
New Purchase Order Value	\$136,893.26
% Change of Current Purchase Order Value	0.74%
% Change of Original Purchase Order Value	19.64%

The purchase order for Contract 19-102-11 is to furnish and deliver laboratory supplies, glassware, and chemicals for various locations. This change order will result in the purchase order being closed. A new laboratory supplies agreement has been established.

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 decrease the purchase order for Contract 19-102-11 in an amount of \$1,025.36 (0.74 percent of the current contract value), from an amount of \$137,918.62 to an amount not to exceed \$136,893.26.

Funds will be restored to Account 101-16000-623570.

Requested, Edward W. Podczerwinski, Director of Monitoring and Research, EWP:RA:JC: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 September 1, 2022

Attachment