



LAKE COUNTY FOREST PRESERVES

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Preservation, Restoration, Education and Recreation

**DATE:** November 4, 2019

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** John E. Nelson  
Director of Operations and Infrastructure

**RECOMMENDATION:** Recommend approval of a Resolution approving Change Order No. 2 to the Contract with North American Corporation of Illinois for Janitorial and Sanitation Supplies increasing the Contract Amount by \$4,146.67.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** This contract was approved on August 14, 2018 in the amount of \$30,000.00. Change Order No. 1 to the contract was processed on June 27, 2019, which increased the contract amount by \$6,000.00 to \$36,000.00. Change Order No. 2 will increase the contract amount by \$4,146.67 to a total Contract Price of \$40,146.67, which will cover the total cost of all purchases made during the contract term that ended on August 1, 2019. The cost will be charged to the District's Central Supply, account 10000000-169900.

**BACKGROUND:** This contract is for the purchase of janitorial and sanitation supplies, which are used District-wide. The term of the contract is from August 14, 2018 August 1, 2019. This change order includes an additional \$4,146.67 to cover the actual total cost of supplies purchased during the contract term.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Purchasing Manager, Corporate Counsel



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE  
CONTRACT WITH NORTH AMERICAN CORPORATION OF ILLINOIS FOR  
JANITORIAL AND SANITATION SUPPLIES**

**WHEREAS**, the Lake County Forest Preserve District (the "District") entered into a contract with North American Corporation of Illinois (the "Contract") for the purchase of janitorial and sanitation supplies (the "Supplies"); and

**WHEREAS**, it is in the best interest of the District to approve Change Order No. 2 attached hereto approving the purchase of additional Supplies (the "Change Order");

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

**Section 1. Recitals.** The recitals set forth above are incorporated as a part of this Resolution by this reference.

**Section 2. Approval of Change Order.** The Change Order, in substantially the form attached hereto, is approved for the following reasons:

- a. The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed.
- b. The Change Order is germane to the original Contract, as signed; and
- c. The Change Order is in the best interest of the District.

**Section 3: Placement in Contract File.** This Resolution and the Change Order shall be preserved in the permanent District file of the Contract. This Resolution shall constitute the written determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

**Section 4: Reapproval of the Contract.** The Contract is hereby reapproved, except to the extent that it has been changed by or conflicts with the Change Order or this Resolution.

**Section 5. Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



**Lake County Forest Preserve District  
CHANGE ORDER NO. 2**

**Date:** November 4, 2019  
**Project No:** Janitorial and Sanitation Supplies  
**Contractor:** **North American Corporation of Illinois**  
 2101 Claire Court  
 Glenview, IL 60025  
**Original Contract Date:** August 14, 2018  
**To the Contractor:** You are hereby authorized to make the following changes, subject to the Contract provisions.

<b>Bulletin No. 1</b>	Increase	\$ 4,146.67	13.82%
<b>TOTAL</b>	<b>Increase</b>	<b>\$ 4,146.67</b>	<b>13.82%</b>
<b>Original Contract Amount</b>		<b>\$ 30,000.00</b>	
<b>Change Order No. 1</b>	Increase	\$ 6,000.00	20.00%
<b>Change Order No. 2</b>	Increase	\$ 4,146.67	13.82%
<b>REVISED CONTRACT AMOUNT</b>		<b>\$ 40,146.67</b>	<b>33.82%</b>

**Time Extension:** None  
**Other Contracts Affected:** None

**Recommended By:**

\_\_\_\_\_  
 Director of Operations & Infrastructure **DATE:** \_\_\_\_\_

**Approved By:**

\_\_\_\_\_  
 Operations Committee **DATE:** \_\_\_\_\_

\_\_\_\_\_  
 Finance Committee **DATE:** \_\_\_\_\_

\_\_\_\_\_  
 Board of Commissioners **DATE:** \_\_\_\_\_

**Accepted By:**

\_\_\_\_\_  
 Contractor **DATE:** \_\_\_\_\_

**DISTRIBUTION: EXECUTED ORIGINAL:** Purchasing **COPIES:** Project Manager, Contractor  
 (Executed Original is:  Hard Copy  E-Copy) **Increase:** Munis  
**Original PO#** 20190003, 20190256, 20190710 Rev. 01-05-18



**Lake County Forest Preserve District  
CHANGE ORDER NO. 2**

**BULLETIN NO. 1**

**YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:**

**THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:**

**Item No. 1:** Contract price is increased to a final amount of \$40,146.67 to cover the cost of providing Supplies to the District at the prices, and subject to the other terms, set forth in the Contract through the end of the contract term on August 1, 2019.

**Total Increase Item No. 1: \$ 4,146.67**

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**TOTAL CONTRACT INCREASE: \$ 4,146.67**

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