



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board

From: Amy McEwan
Deputy Executive Director, CMAP

Date: October 1, 2023

Re: Authorization to enter into a contract and cost increase with Henricksen, in the amount not-to-exceed \$5,400 for fifth floor office furniture

CMAP completed the renovation and furnishings to the agency's fourth-floor space at the Old Post Office in 2020. The original construction project and Board approval was for the fourth floor and a portion of the fifth floor. In 2020, CMAP delayed completion of the fifth-floor space due to uncertainties in the marketplace.

A competitive procurement process was completed in 2020 and Henricksen was the successful vendor. In March of 2023, CMAP initiated the order of the remaining furniture including those items that require a longer lead-time, utilizing the remaining funds provided for that purpose. Some items in the original purchase are no longer available and CMAP needed to select alternative pieces and is requesting that the contract with Henricksen be increased to complete the planned furniture order.

CMAP staff is seeking approval for a \$5,400 contract increase with Henricksen to complete the furniture purchase as planned. Support for this cost increase will be provided with FY 2023 UWP funds.

ACTION REQUESTED: CMAP Board Approval