



# Agenda Cover Memorandum

Meeting Date: February 11, 2013

Item Title: Purchase Order Increase and Budget Transfer – Sunset Logistics, \$18,000.00

Action Requested:

Approval

For discussion

Feedback requested

For your information

Staff Contact: Wayne Zingsheim, Director of Public Works

Phone Number: 847/318-5247

Email Address: wzingshe@parkridge.us

Background:

Staff has revised the estimate for the blanket purchase order to Sunset Logistics, of Lake in the Hills, Illinois for the disposal of street sweeping waste and spoils to a firmer figure. Staff requests Council approval to increase the purchase order in conformance with budget policy and to approve a budget transfer to cover this expense.

Staff has investigated other methods of disposing of this type of material and has found Sunset Logistics to be less expensive, with the City saving significantly on manpower and fuel costs. Sunset Logistics uses dumpsites that do not require environmental testing.

Along with the increase in the number of watermain breaks and leaks comes a significant increase in the resulting spoils. This account was budgeted at \$75,000 in FY13, half of what it was budgeted at in FY12. In December 2012, then Finance Director Stutts stated that if additional hauling funds were needed that there would be available funds in Scavenger Services. Attached is a copy of this correspondence.

See attached budget transfer form.

Recommendation:

1. Approve a purchase order increase of \$18,000.00 to Sunset Logistics, 8 Prosper Court, Lake in the Hills, Illinois 60156-9601.
2. Approve the budget transfer for \$18,000.00 from 208 3043 947600 - Solid Waste Scavenger Services to 208 3043 947700 - Solid Waste Refuse Disposal for the disposal of refuse materials.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$18,000.00

If Yes, is this a Budgeted Item:

Yes  No  Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object) 208 3043 947700

Attachments:

- Change Order
- Budget Transfer
- Correspondence from A. Stutts



**B U D G E T   T R A N S F E R**

**TRANSFER TO:**

BUDGET LINE	BUDGET LINE DESCRIPTION	REASON FOR TRANSFER	AMOUNT
208 3043 947700	Solid Waste / Refuse Disposal	Disposal of increased volume of spoils generated from water leaks	\$18,000.00
TOTAL			\$18,000.00

**TRANSFER FROM:**

BUDGET LINE	BUDGET LINE DESCRIPTION		AMOUNT
208 3043 947600	Solid Waste / Scavenger Services		\$18,000.00
TOTAL			\$18,000.00

**APPROVED FOR TRANSFER:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Finance Committee Approval Date: **2/11/2013**



**M E M O R A N D U M**

**DATE:** February 19, 2013

**TO:** FINANCE/PURCHASING

**This is a change order to authorize an increase on:**

**P. O. NO:** 130215

**Vendor Name:** Sunset Logistics

**Original Purchase Order Amount** \$ 36,000.00

**Change Order Amount Requested** \$ 18,000.00

**Total New Purchase Order Amount** \$ 54,000.00

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

**CITY MANAGER SIGNATURE:** \_\_\_\_\_

**(Required if New Purchase Order Amount is between \$5,000. - \$10,000.)**

**From:** Stutts, Allison  
**Sent:** Monday, December 03, 2012 11:53 AM  
**To:** Zingsheim, Wayne  
**Cc:** Oliven, Kent; Hamilton, Shawn  
**Subject:** Muni Waste B/T

**Attachments:** 2012-13 Forecast Results  
Wayne,

Take a look at page 4 of this report which shows the municipal waste forecast.

The scavenger service line item is projected to be well under budget due to lower than budgeted contract increases for SWANCC and Arc. If you need funds to pay for hauling leaves do a budget transfer from 208-947600 to 208-947700.

Allison