



Agenda Cover Memorandum

Meeting Date: February 11, 2013

Item Title: Purchase Order Increase – Ziebell Water Service Products Inc.,
\$4,000.00

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 Ziebell Water Service Products Inc., Elk Grove Village, Illinois for the purchase of miscellaneous parts for sewer and water repairs to a firmer figure and request Council approval to increase the purchase order in conformance with budget policy. The budget for this account is \$200,000 and sufficient funds remain to cover this purchase order increase.

Recommendation:

Approve a purchase order increase of \$4,000.00 to Ziebell Water Service Products Inc., 2001 Pratt, Elk Grove Village, Illinois 60007.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$4,000.00

If Yes, is this a Budgeted Item: Yes No Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object) 502 3054 952000

Attachments:

- Change Order



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: 130175

Vendor Name: Ziebell Water Service Products Inc.

Original Purchase Order Amount \$ 8,000.00

Change Order Amount Requested \$ 4,000.00

Total New Purchase Order Amount \$ 12,000.00

DEPARTMENT HEAD SIGNATURE: _____

DATE SIGNED: _____

CITY MANAGER SIGNATURE: _____

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