

Committee of the Whole Agenda Cover Memorandum

Meeting Date: January 23, 2012

Item Title: Purchase Order Increase – Gillick/McLennan Property Management (Arcade Lease) - \$224

Action Requested:

- Approval
 For discussion
 Feedback requested
 For your information

Staff Contact: Cathy Doczekalski, CP&D Manager
Phone Number: 847/318-5296
Email Address: cdoczeka@parkridge.us

Background:

In 2010, the City entered into a 15-year lease with Fred Gillick for use of the arcade area at 15-19 S. Prospect Ave. The City Council approved the purchase order for the payment to Gillick on June 6, 2011 in the amount of \$16,000. The City received the invoice for payment in January, which is actually \$16,224, therefore a increase to the purchase order is necessary.

Recommendation:

Move approval of a purchase order increase for Gillick/McLennan Property Management in the amount of \$224.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No
If Yes, Total Cost: \$16,224
If Yes, is this a Budgeted Item: Yes No
If Budgeted, Budget Code (Fund, Dept, Object) 1004011-948500

Attachments:

- Original purchase order
- Purchase order change form
- Invoice



McLENNAN
PROPERTY MANAGEMENT COMPANY

1/11/2012

City of Park Ridge
Allison Stutts, Finance Director
505 Butler Place
Park Ridge IL 60068

Ms. Stutts,

I have enclosed an open item statement for rent due for the 2012 year on the pedestrian plaza in between Starbucks & Hills Hallmark at 15-17 S. Prospect. McLennan Property Management has taken over management of the location from the Gillick Realty Company effective July of 2011. Rent payments for this lease may be made to McLennan Property Management. I have attached a w-9 for our company if needed.

The City of Park Ridge has a land lease and has historically made annual lump sum rent payments per the lease agreement. If a physical invoice is needed instead of the provided statement please let me know and I will send an invoice instead. If you have any questions or need any other documentation from us please let me know.

Sincerely,



Steve Schimmel
Executive Vice President
McLennan Property Management
847-825-0011



City of Park Ridge
15-17 S. Prospect Avenue
Park Ridge, IL 60068

O P E N I T E M S T A T E M E N T

Date 01-11-2012

Account: CITY1 - 596

Amount enclosed: _____

Please enclose the above portion with your remittance.

Make checks payable to:

McLennan Property Management Company
25 N. Northwest Highway
Park Ridge, IL 60068
(847) 825-0011

Statement for:
City of Park Ridge
15-17 S. Prospect Avenue
Park Ridge, IL 60068

Statement date
01-11-2012

Unit	Due Date	Description	Amount
17	01-01-2012	Rent Charge	16,224.00
			16,224.00*
		Balance:	<u>16,224.00*</u> =====

Payment is due upon receipt.

Payments received after 1-11-2012 are not reflected this statmnt.



City of Park Ridge

505 Butler Place
Park Ridge, Illinois 60068-4182
TEL: (847) 318-5200 FAX: (847) 318-5300

Purchase Order

Fiscal Year 2012

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MAIL ALL INVOICES TO FINANCE DEPARTMENT,
ATTN: ACCOUNTS PAYABLE

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.
Purchase Order # **00121249-00**

Retain this purchase order for proof of tax exemption.

Delivery must be made within doors
of specified destination.

Tax Exempt #E9998-1408-05

Vendor

GILLICK REALTY CO
122 MAIN ST
PARK RIDGE, IL 60068-4030

Ship To

CITY OF PARK RIDGE
COMM PRESERVATION & DEV DEPT
505 BUTLER PLACE
PARK RIDGE, IL 60068-4182

Description		Requisition Number		Delivery Reference	
		00121447			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location
12/27/11	030469				COMM PRES & DEVELOPMENT
Item#	Description/Part No.	Qty/Unit	Cost/Each	Extended Price	
THIS IS A CONFIRMATION					
001	ANNUAL LEASE OF ARCADE AT 15-19 S PROSPECT AVENUE. LEASE APPROVED BY CITY COUNCIL ON 5/3/2010. PAYMENT APPROVED BY CITY COUNCIL 6/6/2011	1.00 Each	16300.00000	16,300.00	
PO Total				16,300.00	
***** General Ledger Summary Section *****					
Account			Amount		
1004011-948500			16,300.00		

DEPARTMENT

BY ACCEPTING AND FILLING THIS ORDER, OR ANY PART HEREOF, THE SELLER HEREBY AGREES TO, AND SHALL BE BOUND BY THE TERMS AND CONDITIONS PRINTED ON THE BACK HEREOF.

ALL TRANSACTION CHARGES MUST BE PREPAID AND ADDED TO INVOICE

REQUISITIONER



CITY OF PARK RIDGE

M E M O R A N D U M

January 17, 2012

TO: FINANCE/PURCHASING

This is a change order to authorize an increase on:

P. O. NO: 121249

Vendor Name: Purchase Order Increase –
Gillick/McLennan Property
Management (Arcade Lease)

Original Purchase Order Amount \$ 16,000

Change Order Amount Requested \$ 224

Total New Purchase Order Amount \$ 16,224

DEPARTMENT HEAD SIGNATURE: _____

DATE: 1/17/2012

CITY MANAGER SIGNATURE: _____

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

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.