



Agenda Cover Memorandum

Meeting Date: January 25, 2016

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a purchase order increase with AT&T, PO Box 5080, Carol Stream IL, 60197 in the amount of \$14,000.

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Joe Gilmore, Finance Director Ph: (847) 318-5216 Email: jgilmore@parkridge.us

Background:

At this time, staff is requesting council approval to increase the blanket purchase order for AT&T by \$14,000 from \$92,939 to \$106,939.

When the FY16 Budget was completed, IT believed there were savings possible by eliminating redundant lines related to the SCADA system. This budget assumption has proven incorrect and as a result of this and higher rates from AT&T the current blanket PO will not cover expenses for the rest of the fiscal year.

Vendor and Transaction History:

Vendor Status: Current New

Is Purchase Order Request supported by existing contract: Yes No If Yes, date:

Is this an Annual Recurring Purchase Order: Yes No

Bid Process Used: N/A Price Quotes Bid RFP Details:

Have Goods been received or Statement of Work completed: N/A Yes No

If Overage, approved by Department: Yes No Details:

Recommendation:

Approve a purchase order increase with AT&T, PO Box 5080, Carol Stream IL, 60197 in the amount of \$14,000.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$106,939

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

If Budgeted, Budget Code (Fund, Dept, Object) 100-1025-940100 & 100-1025-948500

Attachment(s), if any: