



Agenda Cover Memorandum

Meeting Date: March 2, 2015

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a FY15 purchase order increase for AT&T, CRE Lease Administration, 1 AT&T Way, Room 1B201, Bedminster, NJ 07921 by \$2,970 from \$19,800 to \$22,770.

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Shawn Hamilton, City Manager
Phone #: (847) 318-5205 Email: shamilto@parkridge.us

Background:

The blanket purchase order for AT&T rent was done for the exact rent amount for the parking lot at 35 S. Fairview, but AT&T has increased the rent from \$1,650/month to \$1,980/month which was approved at the July 14, 2014 COW. The purchase order increase of \$2,970 will be needed because of the change to the terms of the rent agreement.

This item was discussed at the February 23, 2015 Committee of the Whole meeting and was voted unanimously.

Vendor and Transaction History:

Vendor Status: Current New Vendor #: 1799

Is Purchase Order Request supported by existing contract: Yes No Date:

Is this an Annual Recurring Purchase Order: Yes No

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

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

If Overage, approved by Department: Yes No Details:

Recommendation:

Approve a FY15 purchase order increase for AT&T, CRE Lease Administration, 1 AT&T Way, Room 1B201, Bedminster, NJ 07921 by \$2,970 from \$19,800 to \$22,770.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$2,970

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

If Budgeted, Budget Code (Fund, Dept, Object): 501-3027-945200 Parking Real Estate Property Rental

Attachment(s), if any:

- FY15 Purchase Order # 150181 Increase for AT&T



CITY OF PARK RIDGE

MEMORANDUM

DATE: January 14, 2015

TO: FINANCE/PURCHASING

This is a change order to authorize an increase on:

P. O. NO: 150151

Vendor Name: AT & T

Original Purchase Order Amount \$ 19,800.00

Change Order Amount Requested \$ 2,970.00

Total New Purchase Order Amount \$ 22,770.00

DEPARTMENT HEAD SIGNATURE: _____

DATE SIGNED: 2/17/15

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.