



Agenda Cover Memorandum

Meeting Date: March 2, 2015

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a purchase order increase of \$10,000 for Ament Design, 500 W. Central, Suite 205, Mount Prospect, IL 60056-2381.

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: James Testin, Director CP&D
Phone #: (847) 318-5296 Email: jtestin@parkridge.us

Background:

Ament Design is the engineering firm used by the City to review certain elements of permits including drainage plans. The current purchase order is \$28,000 and staff is requesting to increase that amount to \$38,000. The City has seen an increase in larger projects this past year, which require a drainage plan by a licensed engineer. Ament, Inc. reviews those plans. While this is a proposed increase to the purchase order, the cost of the service is added to the permit fee so that the additional expense is covered by the applicant.

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 #: 4661

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:

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 of \$10,000 for Ament Design, 500 W. Central, Suite 205, Mount Prospect, IL 60056-2381.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$10,000 from \$28,000 to \$38,000.

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

If Budgeted, Budget Code (Fund, Dept, Object): 100-4011-948500 (General Contractual Service)

Attachment(s), if any:

- PO change Order Memorandum



CITY OF PARK RIDGE

MEMORANDUM

DATE: February 13, 2015

TO: FINANCE/PURCHASING

This is a change order to authorize an increase on:

P. O. NO: 150191

Vendor Name: AMENT DESIGN

Original Purchase Order Amount \$ 28,000.00

Change Order Amount Requested \$ 10,000.00

Total New Purchase Order Amount \$ 38,000.00

DEPARTMENT HEAD SIGNATURE:

DATE SIGNED: 2/13/15

CITY MANAGER SIGNATURE:

2/17/15

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