



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 Union Pacific Railroad Company, 12567 Collections Center Dr., Chicago IL 60693-0125 by \$45 from \$10,260 to \$10,305.

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 Union Pacific rent was done for the exact rent amount for the parking lot, but Union Pacific has increased the rent on April 1 from \$855/month to \$900/month. The purchase order increase of \$45 will be needed because the terms of the rent agreement changed effective April 1, 2015.

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 #: 102872

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 Union Pacific Railroad Company, 12567 Collections Center Dr., Chicago IL 60693-0125 by \$45 from \$10,260 to \$10,305.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$45

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 # 150182 for Union Pacific



CITY OF PARK RIDGE

MEMORANDUM

DATE: February 5, 2015

TO: FINANCE/PURCHASING

This is a change order to authorize an increase on:

P. O. NO: 150182

Vendor Name: Union Pacific Railroad Company

Original Purchase Order Amount \$ 10,260.00

Change Order Amount Requested \$ 45.00

Total New Purchase Order Amount \$ 10,305.00

DEPARTMENT HEAD SIGNATURE: 

DATE SIGNED: 2/17/15

CITY MANAGER SIGNATURE: 

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