



# Agenda Cover Memorandum

Meeting Date: March 24, 2014

Meeting Type:  COW (Committee of the Whole)  City Council  Budget Workshop

Item Title: Approve Purchase Order Increase for auto parts, Golf Mill Ford, 9401 North Milwaukee Avenue, Niles, Illinois 60714, in the amount of \$1,600.00

Action Requested:

Approval  
 For discussion  
 Feedback requested  
 For your information

Staff Contact: Wayne Zingsheim, Director of Public Works

Phone Number: 847/318-5247

Email Address: wzingshe@parkridge.us

Background:

Staff has revised the estimate for the blanket purchase order to Golf Mill Ford, of Niles, Illinois for the purchase of miscellaneous auto parts to a firmer figure and request Council approval to increase the purchase order in conformance with budget policy.

Recommendation:

Approve a purchase order increase for auto parts, Golf Mill Ford, 9401 North Milwaukee Avenue, Niles, Illinois 60714, in the amount of \$1,600.00.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$1,600.00

If Yes, is this a Budgeted Item:

Yes  No  Requires Budget Transfer

If Budgeted, Budget Code (Fund, Dept, Object) 100 6020 952000

Attachments:

- Change Order



CITY OF PARK RIDGE

MEMORANDUM

DATE: February 13, 2014

TO: FINANCE/PURCHASING

This is a change order to authorize an increase on:

P. O. NO: 140334

Vendor Name: Golf Mill Ford

Original Purchase Order Amount \$ 18,000.00

Change Order Amount Requested \$ 1,600.00 mm

Total New Purchase Order Amount \$ 19,600.00

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

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.