



# 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 truck parts, Leach Enterprises Inc., 4304 Illinois Route 176, Crystal Lake, Illinois 60014, in the amount of \$1,200.00

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 Leach Enterprises Inc., of Crystal Lake, Illinois for the purchase of miscellaneous truck 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 truck parts, Leach Enterprises Inc., 4304 Illinois Route 176, Crystal Lake, Illinois 60014, in the amount of \$1,200.00.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$1,200.00

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



MEMORANDUM

DATE: March 6, 2014

TO: FINANCE/PURCHASING

This is a change order to authorize an increase on:

P. O. NO: 140011

Vendor Name: Leach Enterprises Inc.

Original Purchase Order Amount \$ 9,800.00

Change Order Amount Requested \$ 1,200.00

Total New Purchase Order Amount \$ 11,000 mm

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE SIGNED: 3-5-14

CITY MANAGER SIGNATURE: [Signature]

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