



Agenda Cover Memorandum

Meeting Date: April 10, 2017

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a purchase order authority for the Spring 2017 tree purchases to Goodmark Nurseries, LLC in an amount not to exceed \$57,560.00

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph:(847) 318-5247
Email: wzingshe@parkridge.us

Background:

In December 2016, the Council approved a five-year Agreement/Contract with Goodmark Nurseries, LLC for tree purchases, beginning with the Spring 2017 planting. At this time staff is requesting purchase order authority for \$57,560.00 to supply approximately 300 trees for the Spring 2017 planting.

Approximately \$53,000 remains in the FY17 budget for this purchase. In order to meet the new multi-year tree contract commitment, a corresponding Budget Transfer of \$8,500 will be done from Forestry, Emergency T&M to Forestry, Reforestation to cover this expenditure as well as the purchase of Treegator bags.

Vendor and Transaction History:

Vendor Status: Current New

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

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 authority for the Spring 2017 tree purchases to Goodmark Nurseries, LLC in an amount not to exceed \$57,560.00.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$57,560.00

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

If Budgeted, Budget Code (Fund, Dept, Object) 100 3071 997000

Attachment:

- None