



# Agenda Cover Memorandum

Meeting Date: April 17, 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.

This item was presented as an Action Item at the Committee of the Whole on April 10, 2017, at which time the Committee approved the motion on a voice vote of 6/0.

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