



Agenda Cover Memorandum

Meeting Date: January 25, 2016

Meeting Type: Committee of the Whole City Council Budget Workshop

Item Title: Approve a purchase order increase with Phillips Edison, 11501 Northlake Drive, Cincinnati, OH in the amount of \$4,456.38.

Item Type: Transfer Budget Amendment Purchase Order Other

Action Requested: Approval For Discussion Feedback Requested For Your Information

Staff Contact: Joe Gilmore, Finance Director Ph: (847) 318-5216 Email: jgilmore@parkridge.us

Background:

At this time, staff is requesting council approval to increase the blanket purchase order for Phillips Edison by \$4,456.38 from \$35,000.00 to \$39,456.38.

This PO was set up to cover the monthly fee of \$2,622.08. An annual common area maintenance true up fee of \$4,456.38 was received which was omitted from the original PO. There is not currently enough left in the PO to cover the monthly fees for the rest of the fiscal year.

Vendor and Transaction History:

Vendor Status: Current New

Is Purchase Order Request supported by existing contract: Yes No If Yes, date:

Is this an Annual Recurring Purchase Order: Yes No

Bid Process Used: N/A Price Quotes Bid RFP Details:

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 increase with Phillips Edison, 11501 Northlake Drive, Cincinnati, OH in the amount of \$4,456.38.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No

If Yes, Total Cost: \$39,456.38

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

If Budgeted, Budget Code (Fund, Dept, Object) 501-3027-948500

Attachment(s), if any: