

DEPT CHANGE ORDER REQUEST FORM

attached approved City Change Order form and other required documents then submit to Accounting for processing

REQUEST DATE: 7/26/2019 REQUESTED BY (BUYER): Ken Reeves

PO NUMBER: 25043 CHANGE ORDER NUMBER: 1

VENDOR NAME: Greater Boise Auditorium District

DESCRIPTION: *justification for change* In order to satisfy the annual contract an Increase is needed due to snow removal costs that occurred over la:
winter

INCREASE/DECREASE AMOUNT: \$ 13,000.00

***Budget must be available prior to submitting po request to Accounting*

HOW MANY DAYS IS PROJECT EXTENDED? 0

Does this change order require Council or Purchasing approval? Yes x No

***If yes, provide copy of approved change order, award date and resolution #*

Date Approved:

Contract Amount:

Informal/Semi-Formal -\$50,000 goods/serv
Informal/Semi-Formal -\$100,000 Construction
Informal/Semi-Formal -\$50,000 goods/serv
Informal/Semi-Formal -\$100,000 Construction
All POs +\$50,000 good/serv
All POs +\$100,000 Construction
Formal +\$50,000 good/serv
Formal +\$100,000 Construction

Required Approval

<10% Require Dept Head Approval
<10% Require Dept Head Approval
>10% Require Purchasing Agent & Dept Head approval
>10% Require Purchasing Agent & Dept Head approval
<10% Require Purchasing Agent & Dept Head approval
<10% Require Purchasing Agent & Dept Head approval
>10% Require Council Approval
>10% Require Council Approval

***Increases that will cause the PO to exceed \$50,000 require Formal Bid. Check with Purchasing on this type of inc*

BUDGET INFO: use same account (budget is available)

or provide new funding info below:

101 2020 542044 _____
company (CO) AU account activity acct category



PURCHASE ORDER NUMBER
25043

FOB: Destination
Freight Terms: Standard
Payment Terms: Net 30
Currency: US Dollars
Tax Exempt ID: 82-6000165
PO Revision #:

Date: 10/30/2018

Purchase Order Number & Project Manager Name must appear on all invoices, packages, cartons, bills of lading, and packing slips. Invoices without this information may result in delayed payment.

Bill To:

PARKS AND RECREATION
CITY OF BOISE
P.O BOX 500
BOISE ID 83701-0500

Vendor:

4105
GREATER BOISE AUDITORIUM DIST
850 W FRONT ST
BOISE ID 83702

Ship To:

Morris Hill Cemetery
317 N Latah
Boise City Parks & Recreation
Boise ID 83706-2627

Project Manager: Reeves, Kenneth J
Email: kreeves@cityofboise.org
Phone: (208) 608-7785

10/30 pb

| LINE | QTY | UOM | DESCRIPTION | UNIT PRICE | EXTENDED PRICE |
|------|-----------|-----|---|------------|----------------|
| 1 | 83,064.00 | DO | GROVE PLAZA MAINTENANCE Deliver on September 30, 2019 Item Detail: GROVE PLAZA MAINTENANCE RES-504-18 101 2020 542044 | 1.00 | 83,064.00 |

Total Amount: \$83,064.00

Authorized Signature: Colin Miller

Req 6462

PO REQUEST FORM

Attach contract, insurance and any other required documents then submit to Accounting for final processing.

REQUEST DATE: 10/29/2018 REQUESTED BY (BUYER): Ken Reeves

DESCRIPTION:
explain purchase

Grove Plaza Maintenance

PO AMOUNT \$ 83,064.00

***Confirm budget is available prior to submitting po request to Accounting*

WHEN WILL PROJECT BE COMPLETE OR GOODS DELIVERED? 009/30/2019
mm/dd/yyyy

BUDGET INFO:

| | | | | | |
|---------|------|---------|----------|---------------|--------|
| 101 | 2020 | 542044 | | | |
| company | AU | account | activity | acct category | amount |
| | | | | | |
| company | AU | account | activity | acct category | amount |

VENDOR NAME: Greater Boise Auditorium District

Address (if new): 850 W. Front Street
(if new provide W9 form)

Boise ID, 83702

Workers Comp. and General Liability Insurance required? YES (attached)
 YES (on file with Purchasing)
 NO
all construction and on-site service requires insurance

AWARD BASIS (check ONE with an X and complete that section)

3 BIDS
***Goods/Personal Services: if over \$25,000 provide written specs & responses*

| Vendor | Total Amount | Comments |
|--------|--------------|----------|
| 1 | | |
| 2 | | |
| 3 | | |

Formal Bid/RFP #: _____ Date signed by Purchasing signed by: _____
***provide copy of formal bid/rfp/resolution* Date awarded by Council _____

Task/Work Order #: _____ Date signed by Purchasing signed by: _____
***provide copy of task/work order*

State Contract #: _____ Expiration date _____

Other (please explain): GBAD Contract
ie: Sole Source