



CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order Number
(Assigned by Purchasing)

Business Unit: CITY Date Requisitioned: 7/25/14
 Department: I. T. Division: Comp Systems Dev
 Ship To Address: _____
 Contact Person: Steve Ely Phone Number: 4891
 Send Copy of P.O. to: Contact Person and / or Victoria

- Request is for Budgeted item(s)
 Request is for **UNBUDGETED** item(s)-(Memo Attached)
 Item(s) Pending Budget Amendment Request # _____
 Requesting Sole Source (Justification Form Attached)
 Fixed Asset Tag Request

Item No.	Qty	Unit	Items (Give Full Description: Size, Catalog No. Etc.)	Unit Price	Estimated Amount
1	1	LT	Professional Services Agreement with the City of Mission Viejo		\$ 50,000.00
				0.00	

If additional lines are needed, please attach a second sheet

Const./Prof. Svs. Agmt. Completion Date: _____

Sales Tax (8.00%): 0.00

Include Shipping Fee: 0.00

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost: \$ 50,000.00

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	530200	101	14600	50710		\$ 50,000.00

Comments:

Total \$ 50,000.00

Please see the attached PSA for details. Also attached is the City of Mission Viejo's Statement of Self-Insurance.

Proper approvals are required before requisition can be processed.

Suggested Vendor: City of Mission Viejo

Address: 200 Civic Center

City, State, Zip Code: Mission Viejo, CA 92691

Phone: 949-470-8483 Fax: 949-470-8156

Vendor's Contact Person: Jackie Alexander

Ordered By: _____
Department Director/Authorized Signature

Approved By: _____
Director of Finance/Purchasing Officer

Approved By: _____
City Manager (when required)

PURCHASING DIVISION USE ONLY		
Vendor ID:	Buyer:	Insurance valid thru _____
Ship To/Location:	Due Date:	
Standard Comments: ACC - ALL - ARR - BLA - CON - DCP - DIS - FCA - FCI - FIX - INS - IS - IST - ORG - QTR - REM - SUB - T&C		
FINANCE DEPARTMENT USE ONLY		
Available Appropriation: <input type="checkbox"/> Yes <input type="checkbox"/> No	As of:	Confirmed By:



July 25, 2014

City of Costa Mesa
77 Fair Drive,
Costa Mesa, CA 92626

Member Name: City of Mission Viejo
Activity: Professional Services for Information Technology Services
Coverage Period: From 12:01 AM on 8/6/2014 to 11:59 PM on 6/30/2015

The City of Mission Viejo (Member) along with other California public agencies, is a member of the California Joint Powers Insurance Authority (California JPIA), and participates in the following self-insurance and commercial insurance program that is administered by the California JPIA for its members:

Legal Liability Program, Including Automobile Liability

Coverage Limit:	\$1,000,000 per occurrence
Annual Aggregate Limit:	\$3,000,000

Coverage is subject to all the terms, Definitions, Exclusions, Conditions and Responsibilities of the Memorandum of Liability Coverage and the Limits of Coverage stated above.

Sincerely,

Jim Thyden
Insurance Programs Manager

cc: Cheryl Dyas, City of Mission Viejo
Jackie Alexander, City of Mission Viejo
Sherry Merrifield, Mission Viejo