



CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order Number
(Assigned by Purchasing)

Business Unit: <u>CITY</u>	Date Requisitioned: <u>9/9/14</u>	<input checked="" type="checkbox"/> Request is for Budgeted item(s) <input type="checkbox"/> Request is for UNBUDGETED item(s)-(Memo Attached) <input type="checkbox"/> Item(s) Pending Budget Amendment Request # _____ <input type="checkbox"/> Requesting Sole Source (Justification Form Attached) <input type="checkbox"/> Fixed Asset Tag Request
Department: <u>I. T.</u>	Division: <u>Comp Systems Dev</u>	
Ship To Address: _____		
Contact Person: <u>Steve Ely</u>	Phone Number: <u>4891</u>	
Send Copy of P.O. to: <input type="checkbox"/> Contact Person and / or <u>Victoria</u>		

Item No.	Qty	Unit	Items (Give Full Description: Size, Catalog No. Etc.)	Unit Price	Estimated Amount
W1	1	LT	PROFESSIONAL SERVICES AGREEMENT to provide professional services described in the attached Consultant's Proposal (Exhibit A)	98,800.00	\$ 98,800.00
			TOTAL CONTRACT AMOUNT NOT TO EXCEED \$148,795		

If additional lines are needed, please attach a second sheet

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

Insurance Required: Yes (Certificate attached) No

Sales Tax (8.00%): 98,800.00

Include Shipping Fee: 0.00

Estimated Total Cost: \$ 98,800.00

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525700	101	14600	50710		\$ 98,800.00

Comments:

Copy of Amendment One to PSA attached

Total \$ 98,800.00

Proper approvals are required before requisition can be processed.

Suggested Vendor: RANDSTAD TECHNOLOGIES

Address: 18500 Von Karman Avenue, Suite 250

City, State, Zip Code: Irvine, CA 92612

Phone: 949-253-3050 Fax: 949-251-0672

Vendor's Contact Person: ERIN VARNADO

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: