



CITY OF COSTA MESA, CALIFORNIA Purchase Requisition

(Leave Blank for Time Stamp)

Purchase Order Number
(Assigned by Purchasing)

Business Unit: CITY Date Requisitioned: 8/13/15
 Department: Development Svs Division: Planning
 Ship To Address: 77 Fair Drive
 Contact Person: Silvia Kennerson Phone Number: X5023
 Send Copy of P.O. to: Contact Person and / or _____

- 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	1	Amendment Two for MIG's Professional Service Agreement; Extend Contract Period By One (1) Year To October 1, 2016 Additional Scope of Work		\$ 39,400.00

If additional lines are needed, please attach a second sheet

Const./Prof. Svs. Agmt. Completion Date: 10/01/16

Sales Tax (8.00%):

Include Shipping Fee:

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost: \$ 39,400.00

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	530201	101	18200	20320		\$ 39,400.00

Comments:

Total \$ 39,400.00

Jose M. Rodriguez's Email Address: joser@migcom.com

\$14,400 has been approved from the City's Contingency Fund.

Proper approvals are required before requisition can be processed.

Suggested Vendor: Moore Iacofano Goltsman (MIG)

Address: 169 N. Marengo Avenue

City, State, Zip Code: Pasadena, CA 91101-1703

Phone: 626-744-9872 Fax: 626-744-9873

Vendor's Contact Person: Jose M. Rodriguez

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: