



CITY OF COSTA MESA, CALIFORNIA
Purchase Requisition

Purchase Order Change Order Amendment

(Leave Blank for Time Stamp)

Purchase Order Number (Assigned by Purchasing)

Business Unit: City Date Requisitioned: 03/03/16
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

Table with 5 columns: Item No., Qty, Unit, Items (Give Full Description: Size, Catalog No. Etc.), Unit Price, Estimated Amount. Row 1: 1, Renew Existing Professional Services Agreement Between the City Of Costa Mesa and Lilley Planning Group; Year 1 of 2 One Year Options To Renew (07/01/16-06/30/17); Reference PO #10446, \$42,427.00

If additional lines are needed, please attach a second sheet.

Const./Prof. Svs. Agmt. Completion Date: 6/30/17

Sales Tax (8.00%):

Include Shipping Fee:

Insurance Required: Yes (Certificate attached) No

Estimated Total Cost: \$42,427.00

Table with 7 columns: Item #, Account, Fund, Dept./Org., Program, Project, Amount. Row 1: 1, 530201, 101, 18200, 20320, \$42,427.00

Comments:

Total \$42,427.00

Funds Are From Salary Savings in the Planning Division During FY15-16

Proper approvals are required before requisition can be processed

Suggested Vendor: Lilley Planning Group

Address: 135 S. State College Blvd., Ste. 200

City, State, Zip Code: Brea, CA 92821

Phone: 714-672-9906 Fax:

Contact Person/Email: Ray Pascua

ray@lilleyplanning.com

Ordered By: Department Director/Authorized Signature

Approved By: Director of Finance/Purchasing Officer

Approved By: Chief Executive Officer (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: Yes No As of: Confirmed By: