



CITY OF COSTA MESA, CALIFORNIA
Purchase Requisition

FINANCE DEPARTMENT
 16 MAR 24 AM 10:18
 (Leave Blank for Time Stamp)
 Purchase Order Number
 (Assigned by Purchasing)

Business Unit: CITY Date Requisitioned: 3/22/2016
 Department: Public Svs Division: Maint Svs
 Ship To Address: 2300 Placentia Ave Costa Mesa CA 92627
 Contact Person: Gant Corum Phone Number: 714-327-7481
 Send Copy of P.O. to: Contact Person and / or Chris Goldsworthy

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	EA	Emergency removal of the underground storage tank at fire station 3, 1865 Park ave. and the cleanup of spilled diesel fuel. Not to exceed amount.		100,000.00

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%): _____
 Include Shipping Fee: _____
 Estimated Total Cost: **100,000.00**

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	525111	601	19500	50920		100,000.00

Comments: Total \$100,000.00
 Underground storage tank at fire station 3 is suspected to have failed from an improper fuel delivery. An estimated 843.8 gallons were released into the surrounding soil. *Ref # 11 60055 5/29/16 - quote does not include soil cleanup*
Emergency Services: Justification Form attached w/ memo from Dept.

Proper approvals are required before requisition can be processed.

Suggested Vendor: MJK Construction
 Address: 4780 Cheyenne Way
 City, State, Zip Code: China, CA 91710
 Phone: (909) 594-9830 Fax: (909) 594-6169
 Vendor's Contact Person: Vanessa Ortega
 Email: vanessa.ortega@mjkconstruction.com

Ordered By: [Signature]
 Department Director/Authorized Signature
 Approved By: [Signature]
 Director of Finance/Purchasing Officer
 Approved By: [Signature]
 City Manager (when required)

PURCHASING DIVISION USE ONLY

Vendor ID: 22968 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 Unbudgeted As of: 3/25/16 8:39am Confirmed By: [Signature]