ATTACHMENT 2

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: 06/24/16

Department: Development Services | Division: Community Improvement

Ship To Address: 77 Fair Drive, CM 92626

Contact Person: Silvia Kennerson | Phone Number: 5023

Send Copy of P.O. to: ☒ Contact Person and / or Gary Armstrong

☒ 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		Amendment One (1) to the Existing Professional Services Agreement		$150,000
			Between the City of Costa Mesa and Kimley-Horn and Associates		
			Add $150,000 From the City's Contingency Fund for FY16/17;		
			Not to Exceed $199,999.00		

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

Const./Prof. Svs. Agmt. Completion Date: 04/21/17

Insurance Required: ☒ Yes (*Certificate attached*) ☐ No

Sales Tax (8.00%):	$0.00
Include Shipping Fee:	$0.00
Estimated Total Cost:	**$150,000.00**

Item #	Account	Fund	Dept./Org.	Program	Project	Amount
1	530200	101	~~18300~~ 18400	50257		$150,000.00
						Total: $150,000.00

Proper approvals are required before requisition can be processed

Suggested Vendor: Kimley-Horn

Address: 765 The City Dr Suite 200

City, State, Zip Code: Orange, CA 92868

Phone: 714-939-1030 Fax: 714-936-9488

Contact Person/Email: Serine Ciandella

Serine.Ciandella@Kimley-Horn.com

Ordered By: Gary Armstrong
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:

REV.2/29/16