

REQUEST AUTHORIZATION FOR MAYOR AND FINANCE OFFICER TO SIGN PROFESSIONAL SERVICES AGREEMENT OR AMENDMENT

Date:

Project Name & Number: Downtown Banner Poles – MIP06-1602

CIP #: 50654

Project Description: Design of Downtown Banner Poles in the Downtown Core, 5th Street to 9th Street on Main Street and St. Joseph Street

Consultant: Albertson Engineering Inc.

Original Contract Amount: \$ 5,500.00	Original Contract Date: 6/1/06	Original Completion Date: 6/15/06
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Amendment Number: 1

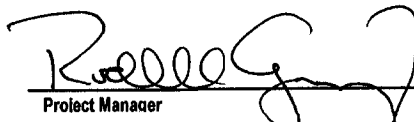
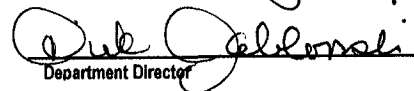
Amendment Description: Completion of construction plans and specifications, construction documents.

Current Contract Amount: \$5,500.00	Current Completion Date: June 15, 2006
Change Requested: \$4,250.00	
New Contract Amount: \$9,750.00	New Completion Date: September 25, 2006

Funding Source This Request:

Amount	Dept.	Line Item	Comments
\$4,250.00		4223	Unfunded at this time.

Agreement Review & Approvals

 _____ Project Manager	9/19/06 _____ Date	_____ Division Manager	_____ Date
 _____ Department Director	9/19/06 _____ Date	_____ City Attorney	_____ Date

ROUTING INSTRUCTIONS

Route two originals of the Agreement for review and signatures.
 Finance Office - Retain one original
 Project Manager - Retain second original for delivery to Consultant
 cc: Public Works
 Engineering
 Project Manager

FINANCE OFFICE USE ONLY

(Note to Finance: Please write date of Agreement in appropriate space in the Agreement document)

Date	Initials	Approved
		Y N
Cash Flow		Y N