

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

No. PW100102-11

Project Name & Number: CSAC Council Chambers Audio/Visual

Project Description: CSAC Council Chambers Lighting Design

Consultant: Electrical Design Consultants

Original Contract Amount: Not to Exceed \$4,000.00 **Original Completion Date:** October 15, 2002

Amendment Number: _____

Amendment Description: _____

Current Contract Amount: _____ **Current Completion Date:** _____

Change Requested: _____

New Contract Amount: _____ **New Completion Date:** _____

Funding Source This Request:

| Amount | Cost Center | Line Item | Comments |
|---------------|--------------|-----------|-------------------------------------|
| \$4,000.00 | | | Cable TV Franchise Fund |
| | | | City to pay 60% / School to pay 40% |
| | | | |
| Not to Exceed | | | |
| \$4,000.00 | Total | | |

Agreement Review & Approvals

Project Manager Date Division Manager Date

Department Director 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 | |
|---------------|------|----------|----------|---|
| Appropriation | | | Y | N |
| Cash Flow | | | Y | N |