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**CITY OF CARSON**  
**INTEROFFICE MEMORANDUM**

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**TO:** DAVID ROBERTS, CITY MANAGER  
**THROUGH:** MIKE WHITTAKER, A/COMMUNITY SERVICES DIRECTOR  
**FROM:** JASON JO, TRANSPORTATION SUPERVISOR  
**SUBJECT:** PURCHASE OF TRANSIT SHELTERS AND BENCHES  
**DATE:** FEBURARY 23, 2022

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At the upcoming March 1, 2022 meeting of the City Council, staff will be seeking approval of a purchase order for transit shelters and benches. Since the vendor will not be performing any installations, or any services for that matter, staff is requesting your approval to waive the written contract procedures and utilize the City's standard purchase order agreement in its place.

Section 2605(b)(1)(ii) of the Carson Municipal Code states:

"If the estimated value of an individual purchase is \$25,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order requirement under subsection (a) of this Section. However, the Purchasing Manager has the sole discretion to waive this requirement."

Approved by:

A handwritten signature in blue ink, appearing to read "David Roberts", written over a horizontal line.

David Roberts  
City Manager

2-23-22  
Date

cc: Robert Lennox, A/Assistant City Manager  
Mike Whittaker, A/Community Services Director