



City of Alexandria, Virginia Purchase Order

Fiscal Year 2023

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Finance Administration
301 King Street, Room 1600
Alexandria, VA 22314
Email: financeinvoices@alexandriava.gov
Phone: 703.746.3900
Fax: 703.838.4987

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **231301 - 00**

Delivery must be made in compliance
with all instructions specified herein.

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MUNICIPAL INC
8965 GUILFORD RD STE 210
COLUMBIA, MD 21046

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Finance Administration
301 King Street, Room 1600
Alexandria, VA 22314
Email: stephanie.smith@alexandriava.gov
Phone: 703.746.3900
Fax: 703.838.4987

Vendor Phone Number		Vendor Fax Number		Requisition Number		Contract #		Delivery Reference	
443-539-4101				26244		2586		Contract#2586 Old Town BID	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location			
01/05/2023	71741	12/20/2022				Finance			
Item#	Description/PartNo				QTY	UOM	Unit Price	Extended Price	
1	Consulting Services- Old Town BID Urban Planning Consulting- Consultation, Administrative, and Support Services to the City for the Old Town Business Improvement District (BID)				1.0	EACH	\$100,000.00	\$100,000.00	
<p>The purpose of this purchase order ("PO") is to encumber funds and serve as a payment reference document. The contractor shall provide consulting services for the Old Town Business Improvement District (BID) for the City of Alexandria, in accordance with all the terms, conditions, and specifications contained in Contract #2586. Phase I= \$30,000 Phase II= \$40,000 Phase III= \$25,000 Additional Expenses= \$5,000 Total= \$100,000</p> <p>To ensure timely payments, email invoices to: financeinvoices@alexandriava.gov.</p> <p>Please reference this PO# on all invoices and correspondence pertaining to the purchase.</p> <p>CONTACTS: Assistant City Manager: Julian Gonsalves 703-746-3710 Finance Department: Stephanie Smith, 703-746-4284 VENDOR: Municap, thad.wilson@municap.com</p> <p>***** GL SUMMARY ***** 11-70-710-31-3101-312300-125047-52110 \$100,000.00</p>									

Buyer's Name: Stephanie Smith

By:
Wynndell Bishop
Purchasing Agent

FINANCE COPY

Total Ext. Price	\$100,000.00
PO Total	\$100,000.00