REQUEST FOR ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the City Council and/or Committees of the City Council. This covers all items which require formal bids, currently anything over $25,000 (except emergency and repair costs)

I.   PROJECT NO.:   N/A   CIP No.   51006

II.   PROJECT NAME: Pedestrian Countdown Signals

III.   Project/Item(s) Description: Purchase of 350 pedestrian countdown signal inserts to update all non-countdown pedestrian traffic signals within the City. Installation of purchased signal inserts will be done entirely by City staff over a 2 month period.

IV.   BID LETTING DATE: January 28, 2014

V.   ESTIMATED COST OF PROJECT/ITEM(S) $ 70,000.00

VI.   BASIS OF PAYMENT   Assessed   Non-Assessed

                        Single Payment   [X]   Partial Payment

VII.   APPROPRIATION DATA

Amount	$70,000				
Fund Name	Streets				
Department	8910				
Line Item	4370				
Fund	0505				

VIII.   (If applicable)   Grant No.: _____

                               Funding Source: _____

                               Estimated Completion Date: _____

                               Estimated Grant Receipt Date: _____

IX.   DEPARTMENT/DIVISION:

Project Manager: _____   Date   16-Dec-13

_____   Date   12-16-13
DIVISION MANAGER Signature

_____   Date   12-16-13
DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	12/18/13	JB	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)