Rev 12/21/09

REQUEST FOR PURCHASING 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.: CIP No.

II. PROJECT NAME: Engineering Services Vehicle Purchase

III. Project/Item(s) Description: Purchase two 2015 1/2 ton 4 wheel drive ext. cab pickup. One will replace a 1999 Dodge Durango. One will replace a 2003 Ford Ranger that was totalled by an uninsured motorist. This is a 2014 budget item. This request replaces the purchasing authority approved in December 2014 as the original dealer cannot fulfill the purchase. Purchase from Billion Auto State Bid Contract. $25,506 each. Chevrolet Silverado

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 51,012.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment	X	Partial Payment	

VII. APPROPRIATION DATA

Amount	$51,012				
Fund Name	PW Admin				
Department	108				
Line Item	4360				
Fund	101				

VIII. (If applicable)

Grant No.:

Funding Source:

Estimated Completion Date:

Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION:

Project Manager: Dale Tech Date 3-26-15

DIVISION MANAGER Signature Date 3-26-15

DEPARTMENT DIRECTOR Signature Date 3-26-15

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	4/2/15	DB	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)