

## ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over \$15,000 (except emergency and repair costs).

- I. PROJECT ID NO.: State Contract #070-42ACD2
- II. PROJECT NAME: Vehicle Purchase
- III. Project/Item(s) Description:  
One (1) Chevrolet Colorado Compact 4x4 Crew Cab Pickup Truck
- IV. BID LETTING DATE: Equipment Purchase from State Contract
- V. (IF APPLICABLE) Grant No.:  
Funding Source: Development Services #204  
Estimated Completion Date:  
Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S)	\$19,278
VII. BASIS OF PAYMENT	Assessed <input type="checkbox"/> Non-Assessed <input type="checkbox"/>
	Single Payment <input checked="" type="checkbox"/> Partial Payment <input type="checkbox"/>

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

IX. APPROPRIATION DATA

Fund	D101 <del>#204</del>			
Department	2045 <del>Growth Management</del>			
Line Item	4360	\$19,278		

X. DEPARTMENT/DIVISION: Growth Management Department –Development Services Division

Project Manager: Marcia Elkins Date \_\_\_\_\_

Marcia Elkins Date 10-17-06

DEPARTMENT/DIVISION MANAGER Signature Date \_\_\_\_\_

GROWTH MANAGEMENT DIRECTOR Signature Date \_\_\_\_\_

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow	10/17/06	ME	✓		Investment Desk Public Works Engineering Project Manager

## WHEN BIDDING IS REQUIRED

Bidding is required of any local government entity when a purchase or contract equal to or exceeding \$15,000 is anticipated. This applies to contracts for the purchase, lease or rental of materials, supplies or equipment. If the contract is for the construction of public improvement, which involves the expenditure of a sum equal to or in excess of \$25,000; then advertisement for bids is required. (SDCL 5-18-2, 5-18-3).

(SDCL 5-18-18) Exemptions from Bidding -

- a) Purchase of utility services;
- b) Purchase of materials, supplies or equipment from the United State or its agencies, including purchases of federal surplus property;
- c) Equipment repair contracts;
- d) Purchase of surplus property from another public corporation;
- e) Purchase from the lowest bidder of an item contained on the state price list;
- f) Purchase from lowest bidder of an item competitively bid by another local government or by itself within the previous 12 months (documentation of such purchases is to be made in the entity's minutes and retained on file). A governing entity may not utilize the bid of another entity if the original bid specification included a trade-in allowance. If one entity accepts a bid net of trade-in allowances, another entity may not contract with the successful bidder by utilizing the 'original bid amount' for a cash outright purchase.