

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 \$25,000 (except emergency and repair costs).

- I. PROJECT ID NO.: **N/A**
- II. PROJECT NAME: **2014 New Ambulance specs**
- III. Project/Item(s) Description: **2014 ambulance purchase**
- IV. BID LETTING DATE:
- V. (If applicable) Grant No.:
 Funding Source: **0890 budget**
 Estimated Completion Date: **1 July 2014**
 Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S) **\$ 250,000**

VII. BASIS OF PAYMENT	Assessed		Non-Assessed Lease/Purchase	
	Single Payment	X		XX

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
7/1/2014	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$250,000	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund **0890**

Department **Fire Department**

Line Item **4360**

X. DEPARTMENT/DIVISION: Rapid City Department of Fire & Emergency Services

Project Manager: **Jason Culberson** Date **02/03/2014**

DEPARTMENT/DIVISION MANAGER Signature _____ Date **02/03/2014**

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Date	Initial	Yes	No	
Appropriation Cash Flow	_____	_____	_____	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.