

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.:
 II. PROJECT NAME:
 III. Project/Item(s) Description: Magnesium Chloride - Agricultural Enhancement
 Utilized for winter snow and ice control on the City's roadways

IV. BID LETTING DATE:

- V. (If applicable) Grant No.:
 Funding Source:
 Estimated Completion Date:
 Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S)

\$1 per gal

approx 25,000 gals

| | | | | |
|-----------------------|----------------|-----------|-----------------|--|
| VII. BASIS OF PAYMENT | Assessed | | Non-Assessed | |
| | Single Payment | As needed | Partial Payment | |

VIII. DISBURSEMENT SCHEDULE

| Date | Amount | Amount | Amount | Amount | Amount |
|--------------|-----------|-----------|-----------|-----------|-----------|
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| Total | \$ | \$ | \$ | \$ | \$ |

IX. APPROPRIATION DATA

| | | | | | |
|------------|------|--|--|--|--|
| Fund | 101 | | | | |
| Department | 302 | | | | |
| Line Item | 4264 | | | | |

X. DEPARTMENT/DIVISION: (Signatures)

| | |
|--|------------------|
| Project Manager: Rodell Grosz | Date 05-23-05 |
| DEPARTMENT/DIVISION MANAGER Don Brumbaugh | Date 05-23-05 |
| PUBLIC WORKS DIRECTOR | Date |

| FINANCE OFFICE USE ONLY | | | Approved | | Carbon Copy |
|----------------------------|------|---------|----------|----|--------------------------------|
| Appropriation Cash Flow | Date | Initial | Yes | No | 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;