

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.: ST11-1970 CIP No. 50846
 II. PROJECT NAME: 2011 MANHOLE ADJUSTMENT PROJECT
 III. Project/Item(s) Description: ANNUAL MANHOLE FRAME & GRATES AT VARIOUS LOCATIONS

IV. BID LETTING DATE: September 13, 2011

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 35,000.00

VI. BASIS OF PAYMENT Assessed Non-Assessed
 Single Payment XXX Partial Payment

VII. APPROPRIATION DATA

Amount	35,000				
Fund Name	Sewer Improvements				
Department	833				
Line Item	4380				
Fund	604				

VIII. (If applicable) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____

IX. DEPARTMENT/DIVISION: _____
 Project Manager: [Signature] Date 7/29/2011
 DIVISION MANAGER Signature: [Signature] Date 8-3-11
 DEPARTMENT DIRECTOR Signature: [Signature] Date 8-3-11

FINANCE OFFICE USE ONLY		Approved		Carbon Copy	
Appropriation	Date	Initial	Yes		
Cash Flow					Investment Desk
					Public Works
					Engineering
					Project Manager