

## 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.: \_\_\_\_\_ CIP No. \_\_\_\_\_  
 II. PROJECT NAME: Park Facility Custodial Services for FY2016  
 III. Project/Item(s) Description: custodial services for restrooms and picnic shelters located throughout the park system

IV. BID LETTING DATE: September 15, 2015

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 80,000.00


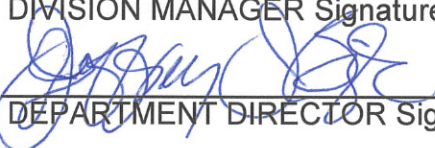
VI. BASIS OF PAYMENT Assessed  Non-Assessed   
 Single Payment  Partial Payment  as invoiced

VII. APPROPRIATION DATA

Amount				
Fund Name				
Department	Parks			
Line Item	607			
Fund	4225			

VIII. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 Estimated Completion Date: \_\_\_\_\_  
 Estimated Grant Receipt Date: \_\_\_\_\_

IX. DEPARTMENT/DIVISION:

Project Manager: \_\_\_\_\_ Date \_\_\_\_\_  
 Date 7/30/2015  
 DIVISION MANAGER Signature  
 Date 7/30/2015  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy	
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk	
	<u>8/10/15</u>	<u>[Signature]</u>	<input checked="" type="checkbox"/>		Public Works	
					Engineering	
					Project Manager	