

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.: 14-2228 CIP No. 51062
 II. PROJECT NAME: WRF Administration Building HVAC Improvements
 III. Project/Item(s) Description: Improvements to the WRF Administration Building HVAC system. Improvements will include a new heat exchanger, replacement of selected undersized heat pumps, replacement of selected piping and a new control system.

IV. BID LETTING DATE: December 15, 2015

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 225,000.00

VI. BASIS OF PAYMENT

Assessed	<input type="checkbox"/>	Non-Assessed	<input checked="" type="checkbox"/>
Single Payment	<input type="checkbox"/>	Partial Payment	<input checked="" type="checkbox"/>

VII. APPROPRIATION DATA

Amount	\$225,000				
Fund Name	Water				
	Reclamation				
Department	833				
Line Item	4320				
Fund	604				

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

IX. DEPARTMENT/DIVISION: _____

Project Manager: *[Signature]* Date Oct. 29, 2015
[Signature] Date 11-2-15
 DIVISION MANAGER Signature

[Signature] Date 11-2-15
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		
Appropriation	11/3/15	<i>[Initials]</i>	✓		Investment Desk
Cash Flow					Public Works
					Engineering
					Project Manager