

## 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.: 16-2323 CIP No. 51111  
 II. PROJECT NAME: Water Rec Facility Cold Storage Building  
 III. Project/Item(s) Description: 6000 sf cold storage building

IV. BID LETTING DATE: March 29, 2016

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 150,000.00

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

VII. APPROPRIATION DATA

Amount	\$150,000			
Fund Name	waste water			
Department	833			
Line Item	4320			
Fund	604			

VIII. (If applicable) Grant No.: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_  
 Estimated Completion Date: 1-Sep-15  
 Estimated Grant Receipt Date: \_\_\_\_\_

IX. DEPARTMENT/DIVISION:

Project Manager: [Signature] Date 2-22-16  
 DIVISION MANAGER Signature [Signature] Date 2-23-16  
 DEPARTMENT DIRECTOR Signature [Signature] Date 2-23-16

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
Appropriation	Date	Initial	Yes	Investment Desk
Cash Flow	<u>2/23/16</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>	Public Works
				Engineering
				Project Manager