

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.: 15-2308 CIP No. 50298
 II. PROJECT NAME: 2016 Miscellaneous Improvements Project
 III. Project/Item(s) Description: Spot repair of various curb and gutter sections, drainage inlets, sidewalk installation along City properties, asphalt patching and miscellaneous improvements at various locations throughout the City.

IV. BID LETTING DATE: August 9, 2016

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 170,000.00

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

VII. APPROPRIATION DATA

Amount	\$170,000				
Fund Name	Misc Improvements				
Department	8913				
Line Item	4370				
Fund	505				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Sara Odden Date 6/17/2016
[Signature] Date 6-23-16
 DIVISION MANAGER Signature
[Signature] Date 6-23-16
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk
	<u>6/23/16</u>	<u>SO</u>	<input checked="" type="checkbox"/>		Public Works
					Engineering
					Project Manager