

REQUEST FOR PURCHASE

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.: _____
 II. PROJECT NAME: Purchase current model year 524 L wheel loader
 III. Project/Item(s) Description: Purchase one (1) John Deere 524 L wheel loader to be split 3 ways for use by Storm Drainage, Wastewater, and Water Groups at the Utility Maintenance Facility. Purchase is through Sourcewell, local vendor RDO. This purchase is an addition to the fleet.

IV. BID LETTING DATE: Purchase from Source Well Contract number Contract #032515-JDC

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 136,000.00

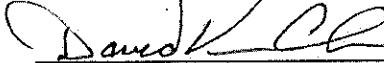
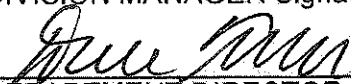
VI. BASIS OF PAYMENT Assessed Non-Assessed
 Single Payment Partial Payment

VII. APPROPRIATION DATA

Amount	\$45,333.33	\$45,333.33	\$45,333.33		
Fund Name	Storm Water	Wastewater	Water		
Department	7401	7071	7012		
Line Item	4360	4360	4360		
Fund	609	604	602		

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

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller Date 10/18/2018

 _____ Date 10/18/2018
 DIVISION MANAGER Signature

 _____ Date 10-19-18
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk Public Works Engineering Project Manager
	<u>10/19/18</u>	<u>GM</u>	<input checked="" type="checkbox"/>		