

## REQUEST FOR PURCHASING 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: Groundskeeper 4000D T4  
 III. Project/Item(s) Description: Authorize Purchase of two (2) 2019 Groundskeeper 4000D T4 AWD with Light Adaptor Kit and Road Light Kit from Midwest Turf and Irrigation with IPA Pricing in the amount of \$64,425.00 each for a total amount of \$128,850.00 *2019 Budget*

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 128,850.00

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

VII. APPROPRIATION DATA

Amount	128850.00			
Fund Name	Parks Division			
Department	607			
Line Item	4360			
Fund	101			

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

IX. DEPARTMENT/DIVISION:

Project Manager: \_\_\_\_\_ Date \_\_\_\_\_

*[Signature]* \_\_\_\_\_ Date 12/13/18  
 DIVISION MANAGER Signature

*[Signature]* \_\_\_\_\_ Date 12/13/18  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation	<u>12/13/18</u>	<u>JE</u>	<input checked="" type="checkbox"/>	<u>2019 Budget</u>
Cash Flow				

Investment Desk  
 Public Works  
 Engineering  
 Project Manager