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: Mini Track Loader

III. Project/Item(s) Description:
Authorize Purchase of a 2019 MT85 Mini Track Loader with 44" General Purpose Bucket and 48" Angle Broom for the Parks Maintenance Division in the amount of $30,162.41. To be purchased with NJPA Contract #042815-CEC from Jenner Equipment.

IV. BID LETTING DATE: NA

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 30,162.41

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

VII. APPROPRIATION DATA

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

IX. DEPARTMENT/DIVISION:

- Project Manager: [Signature] Date: 12/24/18
- Division Manager Signature: Date: 12/24/18
- Department Director Signature: Date: 01/07/19

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