

## 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 two (2) 2019 Dodge Ram 1500 Crew Cab Pickups for Engineering  
 III. Project/Item(s) Description: These pickups are to replace the following two existing vehicles:  
Unit #E203 - 2003 GMC Yukon VIN: 1GKGGK26U13R284015  
Unit #E208 - 2005 Chevrolet Colorado VIN: 1GCDT136158233926  
Liberty Dodge Superstore will honor the State contract bid of \$27,052.00 each - Contract #17259

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S)                      \$ 54,104.00



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

VII. APPROPRIATION DATA

|            |             |  |  |  |  |
|------------|-------------|--|--|--|--|
| Amount     | \$54,104.00 |  |  |  |  |
| Fund Name  | Engineering |  |  |  |  |
| Department | 10100108    |  |  |  |  |
| Line Item  | 4360        |  |  |  |  |
| Fund       | 101         |  |  |  |  |

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

IX. DEPARTMENT/DIVISION:

Project Manager: Gena Miller    Date                      2/5/2019  
    Date                      2-5-19  
 DIVISION MANAGER Signature  
    Date                      2-6-19  
 DEPARTMENT DIRECTOR Signature

| FINANCE OFFICE USE ONLY    |               |           | Approved                            |                          | Carbon Copy     |
|----------------------------|---------------|-----------|-------------------------------------|--------------------------|-----------------|
|                            | Date          | Initial   | Yes                                 |                          |                 |
| Appropriation<br>Cash Flow | <u>2/8/19</u> | <u>GM</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Investment Desk |
|                            |               |           |                                     |                          | Public Works    |
|                            |               |           |                                     |                          | Engineering     |
|                            |               |           |                                     |                          | Project Manager |