

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.: _____
 II. PROJECT NAME: Cationic Polymer - Coagulant MVWTP
 III. Project/Item(s) Description: Purchase of primary coagulant for the Mountain View Water Treatment Plant

IV. BID LETTING DATE: April 9, 2019

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 29,000.00

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

VII. APPROPRIATION DATA

| | | | | | |
|------------|----------|--|--|--|--|
| Amount | \$29,000 | | | | |
| Fund Name | Water | | | | |
| Department | 7011 | | | | |
| Line Item | 4264 | | | | |
| Fund | 602 | | | | |

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

IX. DEPARTMENT/DIVISION:
 Project Manager: [Signature] Date 15 Mar 2019
 DIVISION MANAGER Signature: [Signature] Date 3/15/19
 DEPARTMENT DIRECTOR Signature: [Signature] Date 3-15-19

| FINANCE OFFICE USE ONLY | | | Approved | | Carbon Copy |
|-------------------------|----------------|--------------------|-------------------------------------|--|-----------------|
| Appropriation Cash Flow | Date | Initial | Yes | | Investment Desk |
| | <u>3/15/19</u> | <u>[Signature]</u> | <input checked="" type="checkbox"/> | | Public Works |
| | | | | | Engineering |
| | | | | | Project Manager |