Rev 12/21/09

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: Request for purchase (1) One New Bobcat Skid-Steer Loader S595 T4

III. Project/Item(s) Description: Request for purchase (1) One New Bobcat Skid-Steer Loader S595 T4
It is a Sourcewell purchase contract # 040319-CEC with Jenner Equipment.
This will be an addition to the fleet for department 7401 Storm Water Drainage.
This is budgeted for 2020.

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 42,000.90

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment		Partial Payment	

VII. APPROPRIATION DATA

Amount	$42,000.90				
Fund Name	Storm Water Drainage				
Department	7401				
Line Item	4360				
Fund	609				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 9/2/2020

COMPLIANCE SPECIALIST Signature Date 9-3-20

David Van Cleave Date 9/2/2020
DIVISION MANAGER Signature

DEPARTMENT DIRECTOR Signature Date 9-3-2020

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	9/3/20	DD	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)