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: Water Reclamation Facility Laboratory Glassware Washer Purchase

III. Project/Item(s) Description: Request is for purchase of two new laboratory glassware washers. The units are replacements for two existing, and failing glassware washers. The units are exempt from state bid purchasing requirements due to the highly specilized nature of the equipment. Units are not currently budgeted and will require a budget supplement.

IV. BID LETTING DATE:

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 55,920.00

VI. BASIS OF PAYMENT

Assessed		Non-Assessed	
Single Payment	x	Partial Payment	

VII. APPROPRIATION DATA

Amount	55,920.00				
Fund Name	Water Recl				
Department	830-7073				
Line Item	4360				
Fund	604				

VIII. (If applicable)

Grant No.:

Funding Source:

Estimated Completion Date:

Estimated Grant Receipt Date:

IX. DEPARTMENT/DIVISION

Project Manager: [signature] for Dave Van Clave Date 5-25-16

[signature] Date 5-25-16

DIVISION MANAGER Signature

[signature] Date 5-25-16

DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		Investment Desk
Appropriation	5/25/16	JB	✓		Public Works
Cash Flow					Engineering
					Project Manager

(PW2 . 110891)