

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.: 13-2320 CIP No. 51109
 II. PROJECT NAME: Street Maintenance Administrative Improvements
 III. Project/Item(s) Description: Approx 4700 sf renovation of Street Maintenance Administrative Facilities, including rest rooms, locker rooms, office and support areas

IV. BID LETTING DATE: July 12, 2016

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 470,000.00

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

VII. APPROPRIATION DATA

Amount	\$470,000				
Fund Name	CIP Govt Bldgs				
Department	8915				
Line Item	4320				
Fund	505				

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

IX. DEPARTMENT/DIVISION:

Project Manager: [Signature] Date 5-24-16
 DIVISION MANAGER Signature [Signature] Date 5-25-16
 DEPARTMENT DIRECTOR Signature [Signature] Date 5-25-16

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
Appropriation Cash Flow	Date	Initial	Yes		Investment Desk Public Works Engineering Project Manager
		<u>5/25/16</u>	<u>[Signature]</u>	<input checked="" type="checkbox"/>	