

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: _____
 III. Project/Item(s) Description: New Desk: One for PW Engineering, One for Community Development
State Contract # 16773 3 IFB 222
The purchase of two additional desks is required as there have been staff adjustments in each Department.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 3,353.60

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

VII. APPROPRIATION DATA

Amount				
\$1,676.80	\$1,676.80			
Fund Name	PW Admn	Comm Dev		
Department	108	204		
Line Item	4296	4296		
Fund	1010	1010		

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

IX. DEPARTMENT/DIVISION:

Project Manager: Shannon Truax *[Signature]* Date 3/2/21
 DEPARTMENT DIRECTOR Signature: Victor I. Fisher *[Signature]* Date 3/2/21
 DEPARTMENT DIRECTOR Signature: [Signature] Date 3-3-21

FINANCE OFFICE USE ONLY		Approved		Carbon Copy	
	Date	Initial	Yes		
Appropriation	<u>3/3/21</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>		Investment Desk
Cash Flow					Public Works
					Engineering
					Project Manager



Evergreen Interiors Designer
 811 W. 10th Street, Rapid City, SD 57201
 P. 605.343.8265 F. 605.348.9688
 evergreeninteriors.com

Quotation

DATE 3/2/2021
 Quotation #
 Customer ID

Quotation For:

CITY OF RAPID CITY PUBLIC WORKS
 300 6TH ST, RAPID CITY, SD 57201
 ATTN: SHARRON BRUAK

Quotation valid until: 3/12/2021

Prepared by: Nancy Brooks

Comments or Special Instructions:

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
NANCY	Engineering				

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
	880720 72X36 CSDY DESK	\$ 439.68		\$ -
	880740 72X30 RECTANGLE DESK	\$ 406.08		\$ -
1	880660 66X30 RECTANGULAR DESK	\$ 379.68		\$ 379.68
	880724 72X42 BOW FRONT DESK	\$ 507.36		\$ -
	885224 42 x 24 RECTABLE	\$ 228.00		\$ -
1	880724 42x 24 BRIDGE	\$ 201.60		\$ 201.60
	880724 72X24 CREDENZA	\$ 354.72		\$ -
1	880624 66X24 CREDENZA	\$ 337.44		\$ 337.44
	810672 72 WOOD DOOR HUTCH	\$ 422.40		\$ -
	810666 66 WOOD DOOR HUTCH	\$ 396.96		\$ -
	81C 120W WALL CABINET	\$ 738.24		\$ -
	81C STORAGE CABINET	\$ -		\$ -
1	8F0020 20"X DESK BOX/BOX/FILE	\$ 337.44		\$ 337.44
1	8F120 20" CREDENZA FILE/FILE	\$ 320.64		\$ 320.64
	80C18 PEDESTAL TOP	\$ 81.20		\$ -
	8F120 80" FREE STANDING LATERAL FILE	\$ 548.16		\$ -
SUBTOTAL				\$ 1,576.80
TAX RATE				
SALES TAX				
OTHER: Delivery and Installation				\$ 100.00
TOTAL				\$ 1,676.80

THANKS FOR YOUR BUSINESS!!! CALL NANCY BROOKS, INTERIOR DESIGNER WITH QUESTIONS OR ANY FUTURE FURNITURE NEEDS.



Nancy Brooks, Interior Designer
 2554 W. 13th Street, Rapid City, SD 57701
 P. 605.343.8265 F. 605.348.9688
 evergreennancy@ttcrc.com

Quotation

DATE 3/3/2021
 Quotation #
 Customer ID

Quotation For:

CITY OF RAPID CITY Community Development
 300 6TH ST., RAPID CITY, SD 57701
 ATTN: SHANNON TRUJAX

Quotation valid until: 3/12/2021

Prepared by: Nancy Brooks

Comments or Special Instructions:

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
NANCY	Comm Dev: Rebel				

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
	AR07236 72X36 CONF. DESK	\$ 439.68		\$ -
	AR07230 72X30 RECTANGLE DESK	\$ 406.08		\$ -
1	AR06630 66X30 RECTANGULAR DESK	\$ 379.68		\$ 379.68
	AR07242 72X42 BOW FRONT DESK	\$ 507.36		\$ -
	AR4224 42 x 24 RETURN	\$ 228.00		\$ -
1	ACB4224 42x 24 BRIDGE	\$ 201.60		\$ 201.60
	AC07224 72X24 CREDENZA	\$ 354.72		\$ -
1	AC06624 66X24 CREDENZA	\$ 337.44		\$ 337.44
	AHW72 72 WOOD DOOR HUTCH	\$ 422.40		\$ -
	AHW66 66 WOOD DOOR HUTCH	\$ 396.96		\$ -
	ALC LOW WALL CABINET	\$ 738.24		\$ -
	ASC STORAGE CABINET	\$ -		\$ -
1	AP8820 20" D DESK BOA/BOA/FILE	\$ 337.44		\$ 337.44
1	AF120 20" CREDENZA FILE/FILE	\$ 320.64		\$ 320.64
	MOCHA PEDESTAL TOP	\$ 81.20		\$ -
	ALF30 30" FREE STANDING LATERAL FILE	\$ 548.16		\$ -
	SUBTOTAL			\$ 1,576.80
	TAX RATE			
	SALES TAX			
	OTHER: Delivery and Installation			\$ 100.00
	TOTAL			\$ 1,676.80

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