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.

I. PROJECT NO.: 21-2654  
CIP No. 50098

II. PROJECT NAME: 2021 Roof Replacement Project

III. Project/Item(s) Description:  
City's annual roof replacement project. Includes 15 to 20 buildings that have reached their useful life and need replacement

IV. BID LETTING DATE: June 29, 2021

V. ESTIMATED COST OF PROJECT/ITEM(S) $200,000.00

VI. BASIS OF PAYMENT  
Assessed [ ]  
Non-Assessed [x]  
Single Payment [ ]  
Partial Payment [x]

VII. APPROPRIATION DATA

<table>
<thead>
<tr>
<th>Amount</th>
<th>Fund Name</th>
<th>Department</th>
<th>Line Item</th>
<th>Fund</th>
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</thead>
<tbody>
<tr>
<td>$200,000</td>
<td>CIP Govt Bldgs</td>
<td>8915</td>
<td>4320</td>
<td>505</td>
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VIII. (If applicable)  
Grant No. or special funding: ____________________________  
Funding Source: ____________________________  
Estimated Completion Date: ____________________________  
Estimated Grant Receipt Date: ____________________________

IX. DEPARTMENT/DIVISION:

Project Manager: ____________________________ Date ____________

COMPLIANCE SPECIALIST Signature ____________________________ Date ____________

DIVISION MANAGER Signature ____________________________ Date ____________

DEPARTMENT DIRECTOR Signature ____________________________ Date ____________

<table>
<thead>
<tr>
<th>FINANCE OFFICE USE ONLY</th>
<th>Approved</th>
<th>Carbon Copy</th>
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<tbody>
<tr>
<td>Appropriation Date Initial Yes</td>
<td>Investment Desk</td>
<td></td>
</tr>
<tr>
<td>Cash Flow</td>
<td>Public Works</td>
<td>Engineering</td>
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<tr>
<td></td>
<td>Project Manager</td>
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</table>

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