ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over $15,000 (except emergency repair costs).

I. PROJECT ID NO.: ____________________________________________

II. PROJECT NAME: Golf Cart Fleet Lease

III. Project/Item(s) Description: Authorize Staff to Request Bids for the Lease of Golf Carts and Utility Vehicles for Meadowbrook and Executive Golf Course.

IV. BID LETTING DATE: April 26, 2022

V. (IF APPLICABLE) Grant No.: 

Funding Source: 
Estimated Completion Date: 
Estimated Grant Receipt Date: 

VI. ESTIMATED COST OF PROJECT/ITEM(S) $ 300,000.00

VII. BASIS OF PAYMENT 

Assessed 
Non-Assessed X

Single Payment 
Partial Payment 
As invoiced

VIII. DISBURSEMENT SCHEDULE

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IX. APPROPRIATION DATA

Fund 614 613
Department 605 604
Line Item 424600 424600

X. DEPARTMENT/DIVISION: Parks and Recreation

Project Manager: Doug Lowe 
Date 3-9-22

DEPARTMENT/DIVISION MANAGER Signature  
Date 3-9-22

DIRECTOR Signature  
Date 3/9/02

FINANCE OFFICE USE ONLY

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Public Works 
Engineering 
Project Manager