

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.: PR23-6191 CIP No. N/A
 II. PROJECT NAME: PARKS GREENHOUSE
 III. Project/Item(s) Description: Purchase and install new greenhouse in the Parks Maintenance Yard

Approve Purchase from ClearSpan Fabric Structures International Inc. for a greenhouse structure, associated mechanical and HVAC equipment, automated controls, and quoted installation services in the Amount of \$288,918.04 under Sourcwell Contract # 091319-CSS.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 288,918.04

VI. BASIS OF PAYMENT	Assessed	<input type="checkbox"/>	Non-Assessed	<input checked="" type="checkbox"/>
	Single Payment	<input type="checkbox"/>	Partial Payment	<input checked="" type="checkbox"/>


VII. APPROPRIATION DATA


Amount	\$288,918.04				
Fund Name	Parks and Rec CIP				
Department	8912				
Line Item	4372				
Fund	0505				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Melissa Petersen Date 1/4/2023

 1-16-23 Date _____
 DIVISION MANAGER Signature

 1-16-2023 Date _____
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		
Appropriation	<u>1/16/23</u>	<u>MP</u>	<input checked="" type="checkbox"/>		Investment Desk Public Works Engineering Project Manager
Cash Flow					