

## 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 \$310,786.24 under Sourcewell Contract # 091319-CSS.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 310,786.24

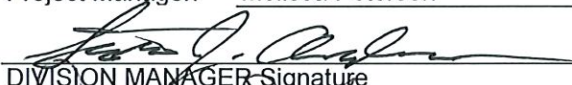
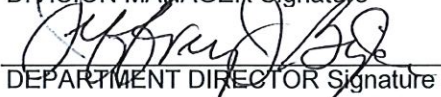
VI. BASIS OF PAYMENT	Assessed	<input type="checkbox"/>	Non-Assessed	<input checked="" type="checkbox"/>
	Single Payment	<input type="checkbox"/>	Partial Payment	<input checked="" type="checkbox"/>

VII. APPROPRIATION DATA

Amount	\$310,786.24				
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 2/21/2023  
 Date 2-21-2023  
 DIVISION MANAGER Signature  
 Date 2/21/2023  
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		
Appropriation	<u>2/21/23</u>	<u>MP</u>	<input checked="" type="checkbox"/>		Investment Desk Public Works Engineering Project Manager
Cash Flow					