

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: Request to purchase (1) one new compact excavator
Request to purchase (1) one new compact excavator utilizing the Sourcewell cooperative purchasing option contract #040319-CEC
with Clark Equipment and Jenner Equipment Company. Price not to exceed budget amount, contract is \$101,830.76 delivered with options.
This will be an addition to the fleet, primarily used by department 301 Street.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 101,830.76

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


VII. APPROPRIATION DATA


Amount	\$101,830.76				
Fund Name	General Fund				
Department	<u>0301</u> Street Department				
Line Item	436000				
Fund	<u>0101</u> <u>301</u>				


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


IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 3/3/2023

 Date 3-6-23
 CIP MANAGER Signature

 Date 3-3-23
 DIVISION MANAGER Signature

 Date 3-10-23
 DEPARTMENT DIRECTOR Signature

 Date 3/3/23
 ATTORNEY Signature

FINANCE OFFICE USE ONLY				Approved		Carbon Copy	
	Date	Initial	Yes				
Appropriation	<u>3/6/23</u>	<u>MH</u>	<input checked="" type="checkbox"/>				
Cash Flow							
						Investment Desk	
						Public Works	
						Engineering	
						Project Manager	