

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 John Deere 5120M utility tractor with 540M loader.
Request to purchase (1) one new John Deere 5102M utility tractor with 540M loader. Utilizing the Sourcwell Cooperative contract #011723-JDC
with Deere & Company / RDO Equipment Co. in the amount of \$100,605.24 delivered.
This will be an addition to the fleet, primarily used by department 401, Street Cleaning and Maintenance

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 100,605.24

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

VII. APPROPRIATION DATA

Amount	\$100,605.24				
Fund Name	General Fund				
Department	401				
Line Item	436000				
Fund	1010				

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

IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 11/15/2023

[Signature] Date 11/17/23
 CIP MANAGER Signature

[Signature] Date _____
 DIVISION MANAGER Signature

[Signature] Date 11-21-23
 DEPARTMENT DIRECTOR Signature

[Signature] Date 11/16/23
 ATTORNEY Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation	<u>11/21/23</u>	<u>[Initials]</u>	<input checked="" type="checkbox"/>	Investment Desk
Cash Flow				Public Works
				Engineering
				Project Manager