

## REQUEST FOR ADVERTISING 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, \$50,000 for equipment (except emergency and repair costs)

I. PROJECT NO.: \_\_\_\_\_ CIP No. \_\_\_\_\_  
 II. PROJECT NAME: Request to advertise for bids of one new aerial lift truck with service body  
 III. Project/Item(s) Description: Request to advertise for bids of one new aerial lift truck with service body  
This will be an addition to the City fleet primarily used by Department 7072, the City's Electricians.

IV. BID LETTING DATE: February 27, 2024

V. ESTIMATED COST OF PROJECT/ITEM(S) \$ 187,000.00



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

VII. APPROPRIATION DATA

Amount	\$187,000.00			
Fund Name	Water Reclamation			
Department	7072			
Line Item	436000			
Fund	604			

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

IX. DEPARTMENT/DIVISION:

Project Manager: Mandy Hanson Date 1/19/2024  
 Date 1-19-24  
 COMPLIANCE Signature \_\_\_\_\_ Date \_\_\_\_\_  
 DIVISION MANAGER Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Date 1-19-24  
 DEPARTMENT DIRECTOR Signature \_\_\_\_\_ Date \_\_\_\_\_

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	
Appropriation	<u>1/19/24</u>	<u>MS</u>	<input checked="" type="checkbox"/>	Investment Desk
Cash Flow				Public Works
				Engineering
				Project Manager