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 (except emergency and repair costs)

I. PROJECT NO.: 16-2355 CIP No.

II. PROJECT NAME: RC Public Library Main Floor - Public Area Update

III. Project/Item(s) Description:
Renovation of first floor public areas, including demo of small office, electrical and carpet replacement

IV. BID LETTING DATE: December 13, 2016

V. ESTIMATED COST OF PROJECT/ITEM(S) $125,000.00

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

VII. APPROPRIATION DATA

| Amount | 49,000 | 76,000 |
| Fund Name | CIP Govt Bldg | RC Library |
| Department | 8915 | 0609 |
| Line Item | 4320 | 4320 |
| Fund | 505 | 01 |

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

IX. DEPARTMENT/DIVISION:

Project Manager: [Signature] Date 11-3-16

DIVISION MANAGER Signature Date 11-7-16

DEPARTMENT DIRECTOR Signature Date 11-7-16

FINANCE OFFICE USE ONLY

| Appropriation | Date | Initial | Approved |
| Cash Flow | 11-19 | [Initial] | ✔ |

Investment Desk
Public Works
Engineering
Project Manager

(PWZ 110891)