AUTHORIZED TO SEEK PROPOSALS

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.: 2017 Alpha/Hay Harvest

II. PROJECT NAME: ________________________________

III. Project/Item(s) Description: The City of Rapid City is requesting the harvest of alfalfa / hay for a term of one (1) year beginning July, 2017, for the 2017, growing season and ending December 31, 2017.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 0.00

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

VII. APPROPRIATION DATA

<table>
<thead>
<tr>
<th>Amount</th>
<th>Fund Name</th>
<th>Department</th>
<th>Line Item</th>
<th>Fund</th>
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</thead>
</table>

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

IX. DEPARTMENT/DIVISION

Project Manager: ___________________________ Date 6-7-17

DIVISION MANAGER Signature ___________________________ Date 6-7-17

DEPARTMENT DIRECTOR Signature ___________________________ Date 6-7-17

FINANCE OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>Cash Flow</th>
<th>Approved</th>
<th>Carbon Copy</th>
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<tbody>
<tr>
<td>Date</td>
<td>Initial</td>
<td>Yes</td>
<td>Investment Desk</td>
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<td>Project Manager</td>
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