REQUEST FOR PURCHASE

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.: SW-002-2016
II. PROJECT NAME: Front End Loader
III. Project/Item(s) Description: Purchase one new frontend loader to replace existing MRF loader. Utilizing existing landfill loader bid award from September 8, 2015.

IV. BID LETTING DATE: N/A

V. ESTIMATED COST OF PROJECT/ITEM(S) $ 243,500

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

VII. APPROPRIATION DATA

   Amount $243,500.00
   Fund Name Solid Waste
   Department 7104
   Line Item 4360
   Fund 615

VIII. (If applicable) Grant No.: 

   Funding Source: 
   Estimated Completion Date: 
   Estimated Grant Receipt Date: 

IX. DEPARTMENT/DIVISION:

   Project Manager: ____________________________ Date ____________

   DIVISION MANAGER Signature Date 3-24-2016

   DEPARTMENT DIRECTOR Signature Date

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<td>Appropriation Date Initial Yes Investment Desk</td>
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