

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 Non-Assessed
 Single Payment 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 _____
 _____ Date 3-24-2016
 DIVISION MANAGER Signature
 _____ Date _____
 DEPARTMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes		
Appropriation Cash Flow					Investment Desk
					Public Works
					Engineering Project Manager