

**GILA COUNTY DEPARTMENTAL REQUEST TO ADVERTISE FOR BIDS**

SEE GC2-7-111 (ART.1) OF PROCUREMENT PROCEDURES FOR INSTRUCTIONS TO PREPARE THIS FORM

All departments procuring purchases in excess of \$50,000.00 that requires advertising for bids must follow the Procurement Procedure and must complete item "I" of this form prior to such a purchase. The requesting Department is responsible for writing the necessary specifications and routing them, including this form, accompanied by a Bid Request Form to the Procurement Department. THIS FORM MUST BE COMPLETE, ACCURATE, AND HAVE A COPY OF THE SPECIFICATIONS ATTACHED BEFORE ROUTING BEGINS. ALL CALLS FOR BID/PROPOSALS AND SPECIFICATIONS WILL BE IN ACCORDANCE WITH THE AZ. REVISED STATUTES AND THE GILA COUNTY PURCHASING CODE AND PROCEDURES.

I. IS THIS A CALL FOR BID: \_\_\_\_\_ PROPOSAL:  X  DEPARTMENT NAME:  Public Works Division   
FUNDING SOURCE: FUND NO.:  6880  DEPT NO.:  341  PROGRAM NO.:  102  LOCATION NO.:  000  ACCOUNT NO.:  4220.10  PJCT:  FM-Solar

I. **DESCRIPTION:** List item(s) to be purchased, Purpose, Spec. Summary, Estimated Cost and Funding Source. It is the intent of this solicitation to establish a contract with a qualified provider to provide solar photovoltaic energy systems to various Gila County facility locations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Signature indicates material specifications are approved as written.  
Elected Officials or Department Head

**II. DEPARTMENTAL INFORMATION ONLY**

BID NO.:  041111-1   
(For Procurement Use Only)

Action Dates:

Department Receipt: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Placed on Agenda:  05  /  03  /  11

Presented to Board:  05  /  03  /  11

Approved to Call: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Delivered to Paper:  04  /  28  /  11

Paper Name:  Arizona Silver Belt

Advertised Dates: From:  05  /  04  /  11

To:  05  /  11  /  11

Closing Date:  05  /  25  /  11

Bid Award Date:  06  /  07  /  11

Awarded to: \_\_\_\_\_

P.O. No.: \_\_\_\_\_

Proposed Delivery Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**III. OTHER APPROVAL** (only as necessary)

Public Works: Dept. Head Sign:  [Signature]  Date:  7, 18, 11

Community Action: Dept. Head Sign: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

MIS Department: Dept. Head Sign: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**IV. APPROVED FUNDING**

Finance Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**V. LEGAL AND ADMINISTRATIVE APPROVAL** (Bid packet must be completed and attached)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Bryan B. Chambers, Chief Deputy County Attorney (Approved as to form)  
for Daisy Flores County Attorney

Signed: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Michael A. Pastor, Chairman, Board of Supervisors, Gila County  
(Approved as to specifications and information)

**VI. AWARD APPROVAL**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Declaration that the Board of Supervisors approved the award as stated in Section V. of this page)  
Michael A. Pastor, Chairman, Board of Supervisors, Gila County