

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: X PROPOSAL: _____ DEPARTMENT NAME: Public Works Division
FUNDING SOURCE: FUND NO.: 66510 DEPT NO.: 341 PROGRAM NO.: 526 LOCATION NO.: 000 ACCOUNT NO.: 4300.81 PJCT: PAVE12-PrkrLot714

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 contractor for the completion of the Public Works Complex Roadyard Shop Area Paving Project.

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

II. DEPARTMENTAL INFORMATION ONLY

BID NO.: 080211-1
(For Procurement Use Only)

Action Dates:

Department Receipt: _____ / _____ / _____ Placed on Agenda: 08 / 15 / 11
Presented to Board: _____ / _____ / _____ Approved to Call: _____ / _____ / _____
Delivered to Paper: 08 / 18 / 11 Paper Name: Arizona Silver Belt
Advertised Dates: From: 08 / 24 / 11 To: 08 / 31 / 11
Closing Date: 09 / 19 / 11 Bid Award Date: _____ / _____ / _____
Awarded to: _____ P.O. No.: _____
Proposed Delivery Date: _____ / _____ / _____

III. OTHER APPROVAL (only as necessary)

Public Works: Dept. Head Sign: _____ Date: _____ / _____ / _____
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: _____ / _____ / _____
Don E. McDaniel Jr., County Manager (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 of the Board of Supervisors, Gila County