

**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:  Gila County Sheriff's Office   
FUNDING SOURCE: FUND NO.: \_\_\_\_\_ DEPT NO.: \_\_\_\_\_ PROGRAM NO.: \_\_\_\_\_ LOCATION NO.:  000  ACCOUNT NO.: \_\_\_\_\_ PJCT: \_\_\_\_\_

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 contractor to install a 80 foot tower and relocate the radio equipment for 911 dispatch for the Sheriff's Office. (This is a re-bid with a changed scope of work.)

Signed:  John B. Ammer  Date:  2/1/12  Signature indicates material specifications are approved as written.  
Elected Officials or Department Head

**II. DEPARTMENTAL INFORMATION ONLY**

BID NO.:  103111-2   
(For Procurement Use Only)

Action Dates:

Department Receipt: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Placed on Agenda:  02 / 21 / 12   
Presented to Board: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Approved to Call: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Delivered to Paper: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Paper Name:  Arizona Silver Belt   
Advertised Dates: From:  02 / 22 / 12  To:  02 / 29 / 12   
Closing Date:  03 / 15 / 12  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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Tommie C. Martin, Chairman, Board of Supervisors (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)  
Tommie C. Martin, Chairman of the Board of Supervisors, Gila County