GILA COUNTY DEPARTMENTAL REQUEST TO ADVERTISE FOR BIDS

All departments procuring purchases in excess of $50,000 that requires advertising for bids must follow the Procurement Procedures and must complete Item "I" of this form prior to such purchase. The requesting department is responsible for writing necessary specifications and routing them, including this form and completed Bid Request Form to the Purchasing Department. This Form must be completed and have a copy of the specifciations attached before routing begins. All Requests and Specifications will be in accordance with the Arizona Revised Statutes and the latest version of the Gila County Purchasing Policy and Procedures.

IS THIS A REQUEST FOR *Check one*

Bids _____ Proposals X

Qualifications _____

REQUEST NUMBER

110514

(For Procurement Use Only)

I. DESCRIPTION: *List item(s) to be purchased, purpose, specific summary, estimated cost and funding source.*

FUNDING PROJECTS: Janitorial Service for Southern Gila County

Fund 6880 Dept No. 341 Program 102 Location 0.00 Account 4200.20

Estimated Cost: $ 155,000.00

INTENT

It is the intent of this solicitation to establish a contract with a contractor to provide janitorial services for Southern Gila County .

Signed: _____ Date 2/27/15

Elected Official or Department Head

II. DEPARTMENTAL INFORMATION ONLY: *Action Dates*

DATE				
Department Receipt	11/5/2014	Placed on Agenda	12/11/2014
Presented to Board	3/17/2015	Approved to Call	
Delivered to Paper	3/18/2015	Paper Name	Arizona Silver Belt
Advertised From	3/25/2015	To	4/1/2015
Closing Date	4/8/2015	Bid Award Date	5/5/2015
Awarded To		Pre-Bid Meeting Date	

III. OTHER APPROVAL: *Only as necessary*

Department Name: _____

Department Head Signature _____ Date _____

Department Name: _____

Department Head Signature _____ Date _____

IV. APPROVED

Finance Director Signature _____ Date _____