# 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 **X** Proposals _____

Qualifications _____

**REQUEST NUMBER**

**080515-1**

*(For Procurement Use Only)*

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

FUNDING PROJECTS: Rebuild 816F Compactor Engine

Fund 6850 Dept No. 341 Program _____ Location 435 Account 4500.40

Estimated Cost $ 155,000.00

INTENT

It is the intent of this solicitation to estblish a contract with a contractor to rebuild an 816F Compactor for the Recycling & Landfill Dept. the Forest Road 512-Young, AZ project.

Signed: _____ Date _____

*Elected Official or Department Head*

**II. DEPARTMENTAL INFORMATION ONLY:** *Action Dates*

| DATE | | | | |
|---|---|---|---|---|
| Department Receipt | 8/5/2015 | Placed on Agenda | 8/26/2015 |
| Presented to Board | 9/15/2015 | Approved to Call | |
| Delivered to Paper | 9/16/2015 | Paper Name | **Arizona Silver Belt** |
| Advertised From | 9/23/2015 | To | 9/30/2015 |
| Closing Date | 10/7/2015 | Bid Award Date | 10/27/2015 |
| 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 _____