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

092815

(For Procurement Use Only)

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

FUNDING PROJECTS: Document Scan Conversion for Recorder's Office

Fund 7147 Dept No. 120 Program _____ Location _____ Account 4210.99

Estimated Cost $ 150,000.00

INTENT Contractor to perform document scan conversion for the official recorded documents of Gila County from 1969-1997.

Signed: Kaycee Reece Date 24 Nov. 2015

Elected Official or Department Head

II. DEPARTMENTAL INFORMATION ONLY: *Action Dates*

DATE				
Department Receipt	8/14/2015	Placed on Agenda	11/24/2015
Presented to Board	12/15/2015	Approved to Call	
Delivered to Paper	12/16/2015	Paper Name	Arizona Silver Belt
Advertised From	12/23/2015	To	12/30/2015
Closing Date	1/21/2016	Bid Award Date	2/16/2016
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 _____