EXHIBIT "H"

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 specifications 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

081516

(For Procurement Use Only)

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

FUNDING PROJECTS: n/a

Fund 1007 Dept No. 341 Program 936 Location _____ Account 4500.50

INTENT

It is the intent of this solicitation to estblish a contract with a vendor to provide up to eight full sized, 4 door, 4X4 SSV's for the Sheriff Department under Fleet Management. Approximate amount $294,208.00

Signed: _____ Date 8/30/2016

Elected Official or Department Head

II. DEPARTMENTAL INFORMATION ONLY: *Action Dates*

DATE				
	Department Receipt	8/30/2016	Placed on Agenda	
	Presented to Board	9/20/2016	Approved to Call	
	Delivered to Paper	9/14/2016	Paper Name	Arizona Silver Belt
	Advertised From	9/21/2016	To	9/28/2016
	Closing Date	10/6/2016	Bid Award Date	
	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 _____