

***FROM THE DESK OF  
MICHELE CAPO***



January 14, 2014

MEMORANDUM TO WILLIAM LUTZ:

Please authorize to advertise the following item(s) at the Council meeting of January 28, 2014 for receipt on February 25:

1. Mobile Demineralizer System – West Sub CT

I trust the above meets with your approval.

Sincerely,

A handwritten signature in blue ink that reads "Michele" in a cursive script.

Michele Capo  
Assistant Purchasing Agent

mdc

**CITY OF VINELAND**  
**DEPARTMENTAL REQUEST FOR PUBLIC BIDDING**



1. NATURE OF REQUEST: Mobile Demineralizer System - West Sub C.T.  
2. ENGINEER'S ESTIMATE: \$ 17,000.00  
*(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)*

3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$ 17,000.00

4. BUDGETED ITEM: YES  NO   
*(If no, is it an ordinance authorized material, service or supply?)*

YES  NO  ORDINANCE NO.: \_\_\_\_\_

(B) Please identify the page number and line item appropriation sub-account:  
Budget Page No. \_\_\_\_\_ Account No. 002-9100-702-33.10 E554

5. Check here if:  
Federal Funds  State Funds   
UEZ Funds  Davis Bacon Requirements   
*(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)*

6. Date to be Advertised: January 28, 2014

7. Date to be Received: February 25, 2014

8. Date to be Awarded: March 25, 2014

9. Special Conditions or Instructions: This will be an open-end contract.

10. The following must be attached:  
 Bidders Mailing List  
 Plans (if applicable)  
 Specifications

11. Specifications Prepared by: M.L. Puri, Principal Engineer, Ext. 4249 *read 1/8/14*  
(NAME, TITLE AND EXTENSION NUMBER) *Hamill 1/8/14* *Sup 1/9/14*

12. Approved by: *J. Sabella*  
(DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:  
Purchasing Division  
Business Administration

## PROJECT SUMMARY

### MOBILE DEMINERALIZER SYSTEM FOR WEST SUB C.T.

This is an open-ended project which covers demineralized water system requirements for West Sub C.T. during the first year of the contract. The cost estimates are for the first year of the contract. The project provides for an automatic extension of the contract for an additional year called the Option Year unless either party objects to the extension. Funds for the Option Year will be requested during the budgeting process.