

**FROM THE DESK OF
YVONNE LEWIS**

February 9, 2016

MEMORANDUM TO BUSINESS ADMINISTRATION:

Please authorize to advertise the following item at the Council meeting of Tuesday, February 23, 2016 for receipt on **Friday, March 18, 2016: (Special Purchasing Board)**

SALE OF SCRAP STREET LIGHTS & MIXED METALS

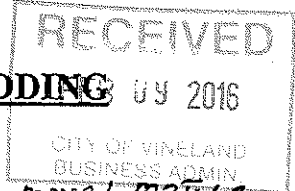
Sincerely,

Yvonne Lewis, RPPO
Purchasing Agent

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- **AWARD MARCH 22, 2016**

CITY OF VINELAND
DEPARTMENTAL REQUEST FOR PUBLIC BIDDING



1. NATURE OF REQUEST: Sale of SCRAP STREET LIGHTS And mixed METALS

2. ENGINEER'S ESTIMATE: \$ N/A
(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: \$ N/A

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. _____

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: Feb 23, 2016

7. Date to be Received: March 18 2016

8. Date to be Awarded: March 22, 2016

9. Special Conditions or Instructions: _____

10. The following must be attached:
- Summary of Project
 - Specifications
 - Plans (if applicable)
 - Bidders Mailing List (with emails of the vendor)

11. Specifications Prepared by: [Signature]
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: _____
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Department
Business Administration