



CITY OF VINELAND

DEPARTMENTAL REQUEST FOR PUBLIC BIDDING

1. NATURE OF REQUEST: Sale of Aluminum wire, Copper wire, and mixed metals.

2. ENGINEER'S ESTIMATE: \$ _____
(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: \$ _____

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: OCT 25, 2016

7. Date to be Received: NOV 10, 2016

8. Date to be Awarded: Dec 13 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: _____
 (NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: *Reed A. Kopp*
 SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
 Purchasing Department 
 Business Administration

Handwritten initials