

**CITY OF VINELAND
DEPARTMENTAL REQUEST**



**WINDOW CONTRACT
(\$17,500 - \$36,000)**

1. NATURE OF REQUEST: Unit #11 ULSD Duplex Filters

2. ENGINEER'S ESTIMATE: \$ 20,000 (see attached quote)
(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: \$ 20,000

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. 002-0-55-90-9001-2-9022000 E346X

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: 7/22/14

7. Date to be Received: 8/12/14

8. Date to be Awarded: 8/26/14

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: Steve August, Assistant Engineer x4241
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: [Signature]
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Department
Business Administration

[Signature]
7-3-14

[Signature] 7/7/14
[Signature] 7/7/14

Project Summary

Unit #11 Duplex Filters

The procurement of this equipment is necessary to support the operation of Howard M. Down Unit 11 on Ultra Low Sulfur Distillate (ULSD). The ULSD firing project is scheduled for completion by December 2014. Having a secondary fuel type available will allow the City to reduce Unit #11 operating cost during time of high natural gas price volatility associated with cold weather operation.

**For more information please contact Steve August, Assistant Engineer ext. 4241*