

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



1. NATURE OF REQUEST: Sale of 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: Dec 13, 2016
7. Date to be Received: Dec 28, 2016
8. Date to be Awarded: Jan 10, 2017

9. Special Conditions or Instructions: All material must be removed from VMU property within 30 days of sale.

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] 4/JA1  
(NAME, TITLE AND EXTENSION NUMBER)

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

Send copies to:  
Purchasing Department  
Business Administration

**FROM THE DESK OF  
MIGUEL A. MERCADO**



November 21, 2016

MEMORANDUM TO BUSINESS ADMINISTRATION:

Handwritten initials "PM" in blue ink, enclosed within a hand-drawn circle.

Please authorize to advertise the following item at the Council meeting of Tuesday, December 13, 2016 for receipt on Wednesday December 28, 2016:

Sale of Mixed Metals

Please note that the mixed metals was bid on November 10, 2016 with Aluminum Wire & Copper Wire, however, no bids were received for the mixed metals which is reason for this request.

Sincerely,

Handwritten signature of Miguel A. Mercado in blue ink.  
Miguel A. Mercado, QPA  
Purchasing Agent