EXHIBIT "H"

GILA COUNTY DEPARTMENTAL REQUEST TO ADVERTISE FOR BIDS

All departments procuring purchases in excess of $50,000 that requires advertising for bids must follow the Procurement Procedures and must complete Item "I" of this form prior to such purchase. The requesting department is responsible for writing necessary specifications and routing them, including this form and completed Bid Reqeust Form to the Purchasing Department. This Form must be completed and have a copy of the specifciations attached before routing begins. All Requests and Specifications will be in accordance with the Arizona Revised Statutes and the latest version of the Gila County Purchasing Policy and Procedures.

IS THIS A REQUEST FOR *Check one*	**REQUEST NUMBER**
Bids X Proposals _____	_____
Qualifications _____	*(For Procurement Use Only)*

I. DESCRIPTION: *List item(s) to be purchased, purpose, specific summary, estimated cost and funding source.*

FUNDING PROJECTS: Janitorial Services

Fund	1005	Dept No.	550	Program		Location		Account	4200.20
Fund	6500	Dept No.	341	Program	505	Location	000	Account	4200.20
Fund	1005	Dept No.	550	Program	105	Location		Account	4200.20
Fund	1005	Dept No.	550	Program	103	Location		Account	4200.20
Fund	1005	Dept No.	300	Program	340	Location	000	Account	4200.20

INTENT

The purpose of this solicitation is to establish a contract for janitorial services for Northern and Southern Gila County.

Signed: Joseph Dickison _____ Date Sep 11, 2025

Elected Official or Department Head

II. DEPARTMENTAL INFORMATION ONLY: *Action Dates*

DATE				
	Department Receipt		Placed on Agenda	
	Presented to Board		Approved to Call	
	Delivered to Paper		Paper Name	
	Advertised From		To	
	Closing Date		Bid Award Date	
	Awarded To		Pre-Bid Meeting Date	

III. OTHER APPROVAL: *Only as necessary*

Department Name: _____

Department Head Signature _____ Date _____

Department Name: _____

Department Head Signature _____ Date _____

IV. APPROVED

Finance Director Signature _____ Date _____

REQUEST TO ADVERTISE FORM - Janitorial Services

Final Audit Report 2025-09-11

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