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 Request Form to the Purchasing Department. This Form must be completed and have a copy of the specifications 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: _____

Fund 6870 Dept No. 560 Program 527 Location _____ Account Multiple

INTENT

The intent is to contract with a glass company to start an on-call glass replacement and chip repair contract for automotive glass at the Payson shop.

Signed: Matthew D. Rawlins *Elected Official or Department Head* Date 29 APR 2016

II. DEPARTMENTAL INFORMATION ONLY: *Action Dates*

DATE				
	Department Receipt	_____	Placed on Agenda	_____
	Presented to Board	_____	Approved to Call	_____
	Delivered to Paper	_____	Paper Name	Payson Roundup
	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 _____