HUMBOLDT COUNTY DEPARTMENT OF PUBLIC WORKS - FACILITIES MANAGEMENT DIVISION

PROJECT NUMBER REQUEST FORM

v. 6/23/16

Description: Installing steel fencing and two locking gates.

Location: Humboldt Co. Library, 1313 3rd St. Eureka CA

Notes: We want the fence and gates to match the exsisting steel fencing . I'm attaching the estimate for project.

Start Date: At Signature Date Estimated End Date:

Requested By: Nick Wilczek, County Librarian

Responsible Dept.: Humboldt County Library

Budget: $4,346 (Est. Project Cost) + $652 (15% Estimated Admin Cost) = $4,998 (Total Project Budget)

Reimbursable: Please complete the following:

[X] In County
Account to Charge: 1500 621 2113

Authorize Public Works to process and charge invoices against the above account? [x] Yes [ ] No

This authorizes Public Works to charge costs (such as labor for mechanics, architect's time, real property agent's time, mileage, etc) to the above account.

Authorized By: Nick Wilczek
Name

707-269-1929
Phone Number

Signature Date

[ ] Outside County
Billed Agency:

Procedure Notes:

Business Division to Complete:

Project No.

Building Maintenance	
Capital Projects	
Real Property	
Roads	