

ORIGINAL

CITY OF SMYRNA
PURCHASING DEPARTMENT
2800 KING STREET
SMYRNA, GEORGIA 30080
678-631-5406

TO: Brian Marcos – Fire Chief/EMA Director, Smyrna Fire Department
Dustin Davey – Deputy Chief, Administrative Services

FROM: Kelly Brown, Purchasing Manager

DATE: June 26, 2024

SUBJECT: Recommendation – RFP 24-033 Replacement of Smyrna Fire Department Bay Doors for Station 1

The City of Smyrna requested proposals from qualified firms to replace three (3) existing roll-up sectional bay doors with three (3) four-fold bay doors in the front and rear of the Smyrna Fire Department Station 1 located at 2620 Atlanta Road, Smyrna, GA 30080. Two (2) proposals were received on Friday, June 7, 2024. After review of the proposals by Fire and Purchasing, we recommend award to the low bidder, Metro Garage Doors.

Firm	Total Cost for Complete Project:	Anticipated Project Length:
Metro Garage Doors (Douglasville, GA)	\$294,084.00	Manufacturing: 10-12 weeks Install: 2 weeks
Top Notch Dock & Door (Oakwood, GA)	\$334,760.00	112 calendar days

It is the recommendation of Fire and Purchasing to award this project to Metro Garage Doors in the amount of \$294,084.00. Please prepare any necessary paperwork to present to the Mayor and Council for approval.

SCANNED

BY: _____ Date: _____

Metro Garage Doors
12871 Veterans Memorial Hwy.
Douglasville, GA 30134

APPROVED

Per the City of Smyrna
Mayor and Council
Official Meeting Minutes

Date: _____

ACCEPTED:



Derek Norton, Mayor

Date

ATTEST:

Cynthia H. Peacock-Corn

City Clerk

CITY OF SMYRNA BID AUTHORITY FORM

The below listed items are approved in the _____ budget for the _____ Department.

Account Information

Org _____ Object _____ Project _____

Org, Object & Project are conventions used in the new Tyler MUNIS software system. Org relates to the department. Object relates to the expense account. A project number is required for CIP or SPLOST projects.

Amount Budgeted _____ Anticipated Cost _____

Please authorize the Purchasing Division to issue _____ Request for Quotation _____ Request for Proposal _____ for the below listed item(s): **Explain in detail sufficient for an outside auditor to understand.**

Bids must be out for a minimum of 15 days. Opening date will be approximately 20 days after the below authorization by the City Administrator.

I request that the bids be opened no later than:

 _____
Department Head _____ Date 4/30/2024

- I verify that:
- a) _____ the above listed items are budgeted for the Department indicated and that the funds are available for this expenditure.
 - b) _____ the above listed items are budgeted for the Department indicated, however, the funds are not available at this time. Funds should be available by _____.
 - c) _____ the above listed items are not budgeted for the Department indicated.
 - d) _____ the above listed project is budgeted in the CIP fund.
 - e) _____ the above listed project is budgeted and approved as a CDBG project.

Finance Director _____ Date _____

Authorization to bid is approved for the above items. (Forward to Purchasing)

Authorization to bid is denied for the above items. (Return to Department)

City Administrator _____ Date _____

_____ Bid Number Assigned _____ Received Date _____ Opening Date _____

Purchasing Manager