

CITY OF SMYRNA BID AUTHORITY FORM

The below listed items are approved in the FY 2023 budget for the Police Department.

Account Information

Org 30190201 Object 541350 Project Locker Room Refresh 22319

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 \$171,200.00 Anticipated Cost \$115,885.00

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.**

Renovation and refresh of men's and women's locker rooms, including replacement of flooring throughout, painting, refresh and re-install of toilets, and replacement of sinks and vanities. Anticipated cost also includes replacement of existing metal lockers with modern wood lockers. (renovation cost approx \$90k, locker replacement approx \$25k)

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: June 18, 2024

[Signature] Department Head 5/23/2024 Date

- 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) X the above listed project is budgeted in the CIP fund. -Lo
 - e) ___ the above listed project is budgeted and approved as a CDBG project.

[Signature] Finance Director 5/28/2024 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)

[Signature] City Administrator 06/03/2024 Date

24-036 Bid Number Assigned 6/3/24 Received Date contact Opening Date

[Signature] Purchasing Manager