

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.

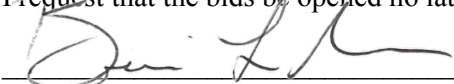
Amount Budgeted Anticipated Cost

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.**

Provide (3) Door Engineering 12x14 FF300 (window layout 6) four-fold doors. Final color selection is TBD and will come from manufacturers standard RAL color chart. Project involves: Removing current (3) Roll-up Sectional Bay doors and all associated hardware, evaluating removed equipment for serviceability in other roll-up door locations & disposal of remaining equipment, installing (3) Door Engineering FF300 doors. Shall provide all necessary equipment and material required to remove, dispose, and install (3) Four-Fold doors. Customer is responsible for verifying existing capabilities of

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 4/30/2024
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) ☐ 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