

# CITY OF SMYRNA BID AUTHORITY FORM

The below listed items are approved in the FY 2025 budget for the Fire Department.

**Account Information**

Org 22149901 Object 541350 Project 2-202

*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 \$294,084.00 Anticipated Cost \$294,084.00

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 of the bathrooms and apparatus bay at Fire Station 1 which includes replacing wall and floor tiles, plumbing fixtures, countertops, electrical fixtures, and repainting walls of the response, admin and public restrooms. Additionally, the project scope includes stripping and resealing the existing epoxy floor covering, along with repainting the vertical wall surfaces in the apparatus bay.

*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: 7/11/2024

[Signature] Department Head 7/9/2024 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. - SPLOST
  - e) \_\_\_ the above listed project is budgeted and approved as a CDBG project.

[Signature] Finance Director 7/11/24 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 07/12/24 Date

25003 Bid Number Assigned 7/12/24 Received Date contact Opening Date

[Signature] Purchasing Manager