

CITY OF SMYRNA BID AUTHORITY FORM

The below listed items are approved in the FY 2024 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.

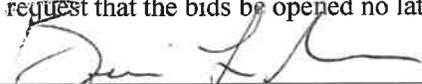
Amount Budgeted 280000 Anticipated Cost 180000

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: 05/15/2024

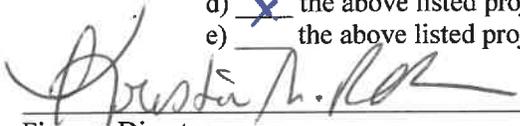


Department Head

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 ^{SPLOST}.
 - e) ___ the above listed project is budgeted and approved as a CDBG project.



Finance Director

5/2/24

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)



City Administrator

05/02/24

Date

24-033 Bid Number Assigned

5/2/2024 Received Date

6/2/24 Opening Date



Purchasing Manager