

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.

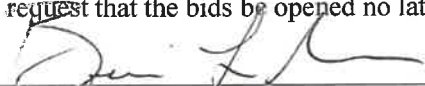
Amount Budgeted 280000 Anticipated Cost 180000

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

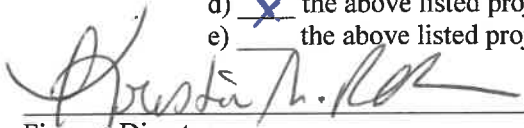


Department Head

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

5/9/2024 Received Date

6/7/24 Opening Date



Purchasing Manager