

CITY OF SMYRNA BID AUTHORITY FORM

The below listed items are approved in the Fy 22 budget for the Building & Grounds Department.

Account Information

Org 01115601 Object 522130 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 \$179,160 Anticipated Cost \$179,160

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.**

Full Service Janitorial Contract

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:

Ernest M. Murr
Department Head

4/14/21
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) X the above listed items are budgeted for the Department indicated, however, the funds are not available at this time. Funds should be available by 07/01/21.
 - 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.

Kristen R. Red
Finance Director

4/15/2021
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

04/15/21
Date

91015 Bid Number Assigned

4/15/21 Received Date

5/13/21 Opening Date

Holly Brown
Purchasing Manager