

CITY OF SMYRNA BID AUTHORITY FORM

The below listed items are approved in the FY 2020 budget for the Public Works Department.

Account Information

Org 40144501 Object 541500 Project 42001

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 500,000.00 Anticipated Cost 435,991.25

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.**

Whitfield Street Storm Water Improvements

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:

3/31/2020

Ernest F. Mann

Department Head

2/24/20

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