

CITY OF SMYRNA
BID AUTHORITY FORM

The below listed items are approved in the FY 22 budget for the Public Works Department.

Account Information

Org 06144301 Object 541400 Project 52201

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 2,440,000.00 Anticipated Cost 980,000.00

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.**

Water line Replacement and up Grade to DI Piping

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 March

Department Head

8/18/21

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) ☐ 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