

**AUTHORIZATION/INSTRUCTION TO PROCUREMENT DEPARTMENT  
FOR BID PROCESS**

<b>Project:</b> _____ <b>Budget:</b> _____ <b>Funding Source:</b> _____ <b>Department:</b> _____
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<b>1. I request that the Procurement Department bid the attached requisition according to the generic specifications attached.</b>	
_____	_____
Department Head Signature	Date

<b>2. I have reviewed the attached bid package, confirmed accuracy of goods, services, or construction project being requested, authorize the attached specifications be used and request that the Procurement Department proceed with the bid advertisement and procurement. (If there are changes necessary to the bid package, please proceed to Step 3.)</b>	
_____	_____
Department Head	Date
_____	_____
Facilities Manager (if required)*	Date

<b>3. I have reviewed the bid package and have indicated necessary changes to the attached bid documents.</b>	
_____	_____
Department Head	Date
_____	_____
Facilities Manager (if required)*	Date

<b>4. I have reviewed the bids and recommend that the bid be awarded to:</b>	
_____ <b>in the amount of</b>	
<b>\$_____ . I have attached a letter of recommendation.</b>	
_____	_____
Department Head	Date

<b>5. I request that the Procurement Department execute the attached contract for the above approved project, goods or services. I have reviewed and agree with the terms and conditions.</b>	
_____	_____
Department Head	Date

\* Bids involving construction projects of new or existing county facilities.