



PROCUREMENT USE ONLY

**Solicitation/Contract No.**

ITB-GR-26-20

**Town of Davie  
Procurement Authorization Form**

**Contact Information**

Department: CRA	Name: <b>Cheryl Ellett</b>	Phone #: 954-797-1232
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Item Description (include what the item is used for, reason for bidding, expiration date of existing contract, etc.)

The purpose of this ITB is to secure a licensed landscaping company to perform lawn maintenance service for Davie Road, SW 43rd Street, CRA owned lots and parking lots including vacant property the CRA owns or acquires during the term of this contract.

Method of Procurement	Funds From Accounts
Open Competitive Bidding	Vendor (If no vendor use Vendor #9924 Out to Bid): Vendor #: 9924 Name: _____ Account #1: 100.54.100.552-54613 Amount #1: \$ 95,000.00 Account #2: _____ Amount #2: _____ Account #3: _____ Amount #3: _____

Estimated **Budgeted** Amount:  \$ 95,000.00 or  Dependent on usage within established budget.  
(Complete Account #(s) and Amount(s) above to calculate total Estimated Budget Amount)

**Authorization**

Department Director Approval: _____ <i>PMA</i>	Date: <u>2/10/24</u>
Department Director Approval: _____ <small>(If applicable)</small>	Date: _____
Department Director Approval: _____ <small>(If applicable)</small>	Date: _____
Department Director Approval: _____ <small>(If applicable)</small>	Date: _____
Procurement Manager Approval: _____	Date: _____
Budget & Finance Approval: _____	Date: _____
Town Administrator Approval: _____	Date: _____