

**DeKalb County
Department of Purchasing and Contracting**

TO: The Department of Watershed Management

FROM: Judi Moore, Purchasing & Contracting - Team A

SUBJECT: ITB No.17-100857 Sewer Rods & Accessories (Annual Contract with 2 Options to Renew)

DATE: March 6, 2018

It is requested that you do the following:

1. Please review the attached bids associated with the above referenced solicitation and provide your award recommendation. You are looking for the lowest, responsive and responsible bidder. Your review should ensure that you are confident that your recommended supplier(s) can in fact provide the goods and services required.
2. Please provide the following information in the space provided on page two:
 - a. Specific justification why in your professional opinion the recommended vendor should be awarded the contract.
 - b. Advise of any problems in connection with the selected vendor(s), if any exist.
 - c. If you find bidders who offer lower prices than your recommended supplier(s), then you must provide specific justification why they are either non-responsive* (did not follow the instructions found in the solicitation) or non-responsible** (not able to perform/deliver as minimally required according to the scope of work found in the solicitation).

**Note – The Department of Purchasing and Contracting is ultimately responsible in determining if a bidder is non-responsive, but input/feedback from the user department is always important to us.*

***Note – The user department and the Department of Purchasing and Contracting must mutually agree before determining if a bidder is non-responsible.*

3. Return completed required documents within ten (10) business days.

Should you have any questions, please call me at (404-371-6338) regarding, ITB No. 17-100857 Sewer Rods and Accessories (Annual Contract with 2 Options to Renew).

User Department's Recommendation

Recommended Bidder(s): P&H Supply Co., Inc. meets our approval.

Amount Spent on Previous Contract: \$222,547.84

Name of Fund: Operating

Project Amount This Term: \$391,205.75

Justification:

The Department of Watershed Management recommends P&H Supply Co., Inc. as the recommended bidder based on the total from the bid tabulation form. The bidder is the lone, lowest bidder according to the price quoted. The Sewer Rod and Accessories contract houses needed parts and equipment for cleaning and maintaining our sewer system. This includes the replacement of CCTV equipment which will require upgrading this year along with various nozzles that are required to properly clean sewer lines in order to prevent sanitary sewer outflows.



Marketa Killingbeck, Project Coordinator

March 8, 2018

Date



Reginald Wells, Acting Department Director

3/8/18

Date