



INTERDEPARTMENTAL
MEMORANDUM

The Department of
Purchasing and
Contracting

TO: Scott Towler, Director, Department of Watershed Management
Peggy Allen, Associate Director, Public Works – Roads & Drainage
Tracey Hutchinson, Interim Director, Public Works – Sanitation
Marvin Billups, Interim Director, Department of Recreation, Parks & Cultural Affairs

CC: John Mann, Warehouse Supervisor, Department of Watershed Management
Mellonise Wheeler, Fiscal Officer, Public Works – Roads & Drainage
Marketa Killingbeck, Contract Services Manager, Department of Recreation, Parks & Cultural Affairs

FROM: Crystal Creekmore, Procurement Agent, Team A

SUBJECT: ITB No. 16-100756 – Silt Fencing, Sandbags, Straw and Mulch (Annual Contract w/ 2 Options to Renew)

DATE: October 26, 2016

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 required documents within 5 business days. If you have any questions, please call me at (404) 371-2710.

ITB No. ITB No. 16-100756 – Silt Fencing, Sandbags, Straw and Mulch (Annual Contract w/ 2 Options to Renew)

User Department's Recommendation

Recommended Bidder: P F Holding & Investment LLC meets our approval.

Amount Spent on Previous Contract: \$75,000.00

Funding: Sanitation 541 Operating Fund

Complete and return the Budget Verification Form with the recommendation.

CIP Line Item No. (if applicable): _____

Project Amount This Term: \$25,000.00

Justification: The Department of Sanitation would like to award to the most responsive and responsible bidder P F Holdings & Investment LLC the amount of \$25,000.00 for the services of sediment control and prevention of erosion control projects.

Saharah Allen, Administrative Assistant 11/09/2016

Name, Title

Date


Department Director

Date

12/2/16