



User Department's Recommendation :
ITB#23-101619-14 Passenger Transport Bus

Recommended Bidder: Model 1 Commercial Vehicles Inc.


Funding:
General Enterprise 3 Digit Fund Code 621
CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: \$104,933.00

Justification:

We are recommending the low bid offered by Model 1 Commercial Vehicles, Inc. as the responsive, and responsible bidder. While the unit does not meet our exact specifications, the exceptions taken by the bidder should not impact the operation or longevity of the unit, and it will satisfy the needs of the department.


Name, Title _____ Date 1/26/2024
Fleet Specification Analyst

Robert Haddon 1-26-2024
Department Director Date

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Senior Procurement Agent, Team B
SUBJECT: ITB#23-101619-14 Passenger Transport Bus

January 23, 2024

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 10 business days.

If you have any questions, please call me at 404-687-2796.