
**INTERDEPARTMENTAL
MEMORANDUM**

TO: Mr. Allen Mitchell, Director – Community Development Department
Ms. Ana Tobar, Project Manager - Community Development Department

FROM: Michele L. Smith, Procurement Agent – Team C

SUBJECT: ITB No. 19-101136, Comprehensive Property Conditions Survey For
Unincorporated DeKalb County

DATE: October 8, 2019

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 three (3) business days.

If you have any questions, please call me at (404) 371-6378.



ITB No. 19-101136, Comprehensive Property Conditions Survey
For Unincorporated DeKalb County

User Department's Recommendation

User Department Name Community Development

Recommended Bidder(s) meets our approval.

Bidder 1: Cyclomedia Technology, Inc. Bidder 2: _____
Name/Amount Name/Amount

Bidder 3: _____ Bidder 4: _____
Name/Amount Name/Amount

Project Amount This Term: \$361,608.40

Funding:

General Enterprise 3 Digit Fund Code 250

CIP Line Item No. (if applicable): _____

Justification:

The lowest responsive bid was submitted by Cyclomedia in the amount of \$361,608.40. Our evaluation of the experience, project methodology and reputation of Cyclomedia indicates that they are capable of completing the work required. Therefore, the Community Development Department recommend the award of a contract for the Comprehensive Property Condition Survey to Cyclomedia Technology, Inc.

The project shall be conducted in a concurrent four-phased plan. Community Development is responsible for the funding of first two phases as follows: Phase 1 in the amount of \$107,769.05, and Phase 2 in the amount of \$121,072.90 for a total amount of \$228,841.95. The General Fund will cover the remaining two phases as follows: Phase 3 in the amount of \$85,996.20 and Phase 4 in the amount of \$46,770.25 for a total amount of \$132,766.45

Allen Mitchell

Allen Mitchell
8 Oct 2019

Name, Title Director Date

Department Director Date