

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: ITB#19-101199-Truck, Tractor with 5<sup>th</sup> Wheel, Tandem Dr., CNG Engine & Automatic Transmission

(Additional Purchase)

DATE: May 4, 2020

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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.



**User Department's Recommendation:** ITB#19-101199-Truck, Tractor with 5<sup>th</sup> Wheel, Tandem Dr., CNG Engine & Automatic Transmission  
(Additional Purchase)

**Recommended Bidder:** Peterbilt of Atlanta meets our approval.

**Funding: Vehicle replacement Fund**  
General  Enterprise  3 Digit Fund Code #621  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Disbarment and Suspension checks completed-Yes**

**Project Amount This Term:** \$363,316.00

**Justification:**

ADDITIONAL PURCHASE

Department has the need for the replacement of additional units.

ITB# 19-101199 – Tractor with 5<sup>th</sup> Wheel Tandem drive, CNG Engine & Automatic Transmission.

Original PR# 850777

Original PO # 1207738

Purpose: These trucks are needed to pull the loaded refuse trailers to the Seminole Landfill, from the transfer stations.

Department: Sanitation

Budget Year: 2020

Tommy Corley 5/4/2020  
Name, Title Date

Robert Gordon 5-5-2020  
Department Director Date