



ITB No. 20-101257 – Runway Incursion Mitigation – PDK 11 – Taxiway Improvements

**User Department's Recommendation:**

User Department Name   Airport  

**Recommended Bidder(s) meets our approval:**

Bidder 1:   ASTRA GROUP   Bidder 2: \_\_\_\_\_  
Name/Amount Name/Amount

Project Amount This Term:   \$ 3,074,888.00  

**Funding:**

General  Enterprise  3 Digit Fund Code   551    
CIP Line Item No. (if applicable): \_\_\_\_\_   FEDERAL GRANT  

**Justification:**   THE ASTRA GROUP HAS MET ALL ITB REQUIREMENTS AND ARE THE LOWEST BIDDER. THEY ALSO HAVE THE EXPERIENCE AND QUALIFIED WORKFORCE TO COMPLETE IN A TIMELY MANNER.  

  Mario A. Evans    
Name, Title Date

  [Signature]   7/9/2020  
Department Director Date

**INTERDEPARTMENTAL  
MEMORANDUM**

TO: Mario Evans, DeKalb Peachtree Airport  
FROM: Jovan Hooper, Procurement Agent, Team B  
SUBJECT: ITB No. 20-101257 – Runway Incursion Mitigation – PDK 11 – Taxiway Improvements  
DATE: June 11, 2020

It is requested that you do the following:

1. Please review the provided 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. Please return required documents within **five (5)** business days.

If you have any questions, please reach out to me at [jhooper@dekalbcountyga.gov](mailto:jhooper@dekalbcountyga.gov).