



User Department's Recommendation SUBJECT: Sourcewell CA #110321-SUT-Sutphen Heavy Duty Custom Pumper Trucks

Recommended Bidder: Sutphen Manufacturing meets our approval.

Funding:

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

Disbarment and Suspension checks completed-Yes


Project Amount This Term: \$4,798,924.00

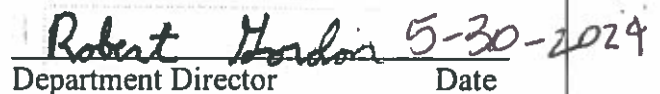
Justification:

It is recommended that Sutphen Manufacturing be approved as the vendor for the purchase of four (4) heavy duty custom pumper trucks. Sutphen Manufacturing pricing and discounts have been approved through the Sourcewell Cooperative.

These units will be used by the Fire Department as emergency response units that respond to fire calls throughout DeKalb County.

Replacement Cycle – 10 years
Department - Fire


Name, Title
Fleet Specifications Analyst
Date 5/30/2024


Department Director
Date 5-30-2024

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: : Sourcewell CA #110321-SUT-Sutphen Heavy Duty Custom Pumper Trucks

May 13, 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.