

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: ITB#21-101347-Parts for Vehicles and Off-Road Equipment (Annual with 2 Options to Renew)

May 2, 2022

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-responsive.*

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#21-101347-Parts for Vehicles and Off-Road Equipment (Annual with 2 Options to Renew)

Recommended Bidders: _
(48) Parts Bidders Attached

Funding:

General Enterprise 3 Digit Fund Code ___611_____

CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: _\$ 4,500,000.00_____

Justification:

Recommending (48) parts vendors to meet the demands of performing maintenance and repairs for a Fleet of over 3600 vehicles and pieces of equipment. With continual rising cost of parts, rubber, and raw materials, the cost to maintain the County vehicles and pieces of equipment has increased. We are increasing our additions to the fleet, and we are maintaining older vehicles within our fleet.

Name, Title Date

Department Director Date



**The Department of
Purchasing and
Contracting**