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INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: SWC No. 99999-SPD-SPD000155-0001 -Truck, Cab & Chassis with 12 ft. Dump Body,
Gas Engine, Automatic Transmission

May 26, 2023

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 SUBJECT: SWC No. 99999-SPD-SPD000155-0001 -
Truck, Cab & Chassis with 12 ft. Dump Body, Gas Engine, Automatic Transmission

Recommended Bidder: Rush Truck Centers 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: \$183,062.00

Justification:

It is recommended that Rush truck Centers be approved as the vendor for two (2) Cab and chassis with 12 ft dump body trucks, to be purchased using the Georgia State Contract.

The Beautification Department needs these trucks to Collect litter bags—Litter Crew, pickup illegal dump material, pick up debris from ROW, and any material associated with clean up from the removal tasks/projects throughout DeKalb County.

Tommy Foley 6/6/2023
Name, Title Date
Fleet Specification Analyst

Robert Gordon
Department Director Date
6-27-2023