



ITB No. 17-100904 - Sugar Creek Tennis Courts Resurfacing

User Department's Recommendation

User Department Name: Recreation, Parks and Cultural Affairs

Recommended Bidder(s) meets our approval.

Bidder 1: Talbot Tennis/\$107,500 Bidder 2: _____
Name/Amount Name/Amount

Bidder 3: _____ Bidder 4: _____
Name/Amount Name/Amount

Project Amount This Term: _____

Funding:
General Enterprise 3 Digit Fund Code _____

CIP Line Item No. (if applicable): _____

Justification:

Talbot Tennis has meet all the requirements for the re-surfacing of the clay courts and hard courts at Sugar Creek Tennis Facility. Talbot tennis has performed other re-construction tennis court projects for the Department of Recreation, Parks and Cultural Affairs in recent years and has performed satisfactorily on these projects.

Paige Z. Dawson Manager 1/30/18 Patricia Williams Department Director 2/1/18
Name, Title Date Date



INTERDEPARTMENTAL
MEMORANDUM

TO: Paige Singer, Program Manager, Recreation, Parks and Cultural Affairs
FROM: Pamela D. Williams, Procurement Agent, Team C
SUBJECT: ITB No. 17-100904 – Sugar Creek Tennis Courts Resurfacing
DATE: January 29, 2018

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 *four (4)* business days.

If you have any questions, please call me at (404) 687-3473.