

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: ITB#21-101494-Filters (Annual with 2 Options to Renew)

May 20, 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-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 :

ITB#21-101494-Filters (Annual with 2 Options to Renew)

Recommended Bidders: _

Advance Auto	Ag Pro	Fleetpride
IEH Auto Parts	Interstate Truck	Napa Auto
O'Reilly Auto	Parts Authority	Rush Truck
TNT Parts	Tractor Equipment	Truck Pro
Yancey Bros		

Funding:

General Enterprise 3 Digit Fund Code 611

CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: \$ 250,000.00

Justification:

The bidders selected meet the purchasing criteria and this award is to provide filters for over 3600 vehicles and pieces of equipment for DeKalb County.

Name, Title Date

Department Director Date



Vendor	Award Amount
Advance Auto	10,000.00
Ag Pro	10,000.00
Fleetpride	10,000.00
IEH Auto	35,000.00
Interstate Truck	10,000.00
Napa Auto	75,000.00
O'Reilly Auto	10,000.00
Parts Authority	10,000.00
Rush Truck	40,000.00
TNT Parts	10,000.00
Tractor Equipment	10,000.00
Truck Pro	20,000.00
Yancey Bros	10,000.00
	250,000.00