

**INTERDEPARTMENTAL
MEMORANDUM**

TO: Reginald Wells, Director, Department of Watershed Management

FROM: Craig Johnsen, Procurement Agent, CIP Team

SUBJECT: ITB No. 2026-057-ITB, Field Identification and Reporting of Public and Private Service Lines

DATE: June 29, 2026

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 five (5) business days.

If you have any questions, please contact Craig Johnsen via email at c-cljohnsen@dekalbcountyga.gov (404) 371-6392.

ITB No. 2026-057-ITB Field Verification and Reporting of Public and Private Service Lines

User Department's Recommendation

User Department Name: Watershed Management

Recommended Bidder(s) meets our approval:

Intergrated Construction Management, INC

Project Amount:

\$1,263,625.00

Funding: R&E and/or Bond

General ☐ **Enterprise** ☒ **3 Digit Fund Code** 512/513

CIP Line Item No. (if applicable): _____

Justification:

Integrated Construction Management, INC is the lowest responsive bidder for this project.

Georginna
Lockett

Digitally signed by Georginna
Lockett
Date: 2026.07.02 12:40:06
-04'00'

Supervisor/Designee

Date

Reginald Wells

Digitally signed by Reginald Wells
Date: 2026.07.02 13:29:48 -04'00'

Reginald Wells, Director

Date

Department of Watershed Management