



INTERDEPARTMENTAL MEMORANDUM

TO:

Robert Gordon, Director, Fleet

FROM:

Tammy Shew, Procurement Agent, Team B

SUBJECT: Omnia Partners CA#53315-Purchase of Gasoline & Diesel Fuel (Annual Contract with 4

Options to Renew)

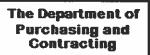
DATE:

10/05/20

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 Fuel (Annual Contract with 4		Partners CA#53315-Purchase of Gasoline & Diesel v)
Recommended Bidder:	Omnia Partno	ers meets our approval.
Funding: General Enterprise CIP Line Item No. (if applie		Digit Fund Code611
Disbarment and Suspension	1 checks complete	ed- <u>Yes</u>
Project Amount This Term	: _\$7,000,000.00_	
Justification: This contract proposes a lower the past year has been lower to a decrease in funds to operate	than normal due to	or unleaded and diesel gasoline. Expenditures over low market pricing and the department is requesting months.
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Robert L. Gordon / Deputy Director, Fleet	10/05/2020	Robert Hordon 145/2020 Department Director Date
Name, Title	Date	