



INTERDEPARTMENTAL  
MEMORANDUM

TO: Mirtha V. Ramos, Chief, DeKalb County Police Department  
FROM: Tammy Shew, Senior Procurement Agent, Team B  
SUBJECT: ITB#21-101347-Parts for Vehicles and Off-Road Equipment (Annual with 2 Options to Renew)  
DATE: May 2, 2022

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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#21-101347-Parts for Vehicles and Off Road Equipment (Annual with 2 Options to Renew)

**Recommended Bidders: West Chatham**

**Funding:**

General  Enterprise  3 Digit Fund Code 274

CIP Line Item No. (if applicable): \_\_\_\_\_

**Disbarment and Suspension checks completed-Yes**

**Project Amount This Term: \$ 680,000.00**

**Justification:**

DeKalb County Police requests to use West Chatham to acquire vehicle parts to maintain and repair police vehicles for public safety.

MIRTA V. RAMOS, CHIEF 5/6/2022  
Name, Title Date

[Signature] 5/6/2022  
Department Director Date