



INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: SWC No. 99999-001-SPD0000177-0026-Diesel Powered Tractor with Flail Cutter

June 15, 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 SWC No. 99999-001-SPD0000177-0026-Diesel Powered Tractor with Flail Cutter

Recommended Bidder: Ag Pro of Conyers meets our approval.

Funding: Vehicle Replacement Fund

General Enterprise 3 Digit Fund Code #621

CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: \$ 138,658.10

Justification:

It is recommended that Ag Pro of Conyers be approved as the vendor for two (2) tractors to be outfitted with a flail cutting attachment, to be purchased using the Georgia State Contract.

The Beautification Department, needs this equipment to perform lawn and brush maintenance, along roadways throughout DeKalb County.

Tommy Conyers 6/22/2022
Name, Title Date
Fleet Specification Analyst

Robert Doherty
Department Director Date
6-22-22