

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Procurement Agent, Team B
SUBJECT: ITB#19-101135- AP-Landfill Compactor Tractor
DATE: April 23, 2021

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: SUBJECT: ITB#19-101135-AP- Landfill Compactor Tractor

Recommended Bidder: Yancey Brothers Company meets our approval.

Amount Spent on Previous Contract: \$1,126,995.00

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: \$1,149,535.00

Justification:
Through the previous bid process, it was determined that Yancey Brothers Co. was the lowest, responsive, and responsible bidder. Since the previous bid, a price increase of 2% from Caterpillar went into effect on 1/1/2021.

This is a refuse compactor machine that will be used by our Sanitation Department at the landfill to reduce the size of material waste through compaction. It is needed to replace another aging unit. The Landfill has two of these units for their operation. One unit was replaced last November 2020 and this will be the second unit replaced.

<u>Tommy Carly</u>	<u>4/28/21</u>	_____	_____
Name/Title	Date	Department Director	Date
<u>Fleet Specification Analyst</u>			