



User Department's Recommendation

User Department Name Recreation, Parks and Cultural Affairs

Recommended Bidder(s) meets our approval.

Bidder 1: Brown Management Services enterprise, Inc./\$10,000

Bidder 2: _____
Name/Amount

Bidder 3: _____
Name/Amount

Bidder 4: _____
Name/Amount

Project Amount This Term: _____

Funding:

General Enterprise 3 Digit Fund Code 271

CIP Line Item No. (if applicable): _____

Justification:

Recreation, Parks and Cultural Affairs recommends Brown Management Services Enterprise as the responsive, responsible bidder for Hauling Services.

CHUCK D. ELLIS DIRECTOR

Name, Title

Date

6/16/20

Department Director

Date

[Signature] 6/16/20

**INTERDEPARTMENTAL
MEMORANDUM**

TO: The Department of Parks, Recreation and Cultural Affairs
FROM: Judi Moore, Purchasing Contracting - Team A
SUBJECT: ITB No. 19-101169 – Hauling Services (Annual Contract with 2 Options to Renew)
DATE: June 8, 2020

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 ten (10) business days.

If you have any questions, please call me at 404-371-63338.

ITB No. 19-101069- Hauling Services (Annual Contract with 2 Options to Renew)