

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet  
FROM: Tammy Shew, Procurement Agent, Team B  
SUBJECT: NPPGOV Co-op No. 1905-100 ft. Mid-Mount Aluminum Aerial Fire Trucks  
DATE: September 9, 2020

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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** : SUBJECT: NPPGOV Co-op No. 1905-100 ft. Mid-Mount Aluminum Aerial Fire Trucks

**Recommended Bidder:** Williams Fire Apparatus meets our approval.

**Amount Spent on Previous Contract:** \$

**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:** \$2,779,574.06

**Justification:**

It is recommended that Williams Fire Apparatus be the Vendor for the two (2) Aerial Fire Trucks because they have already been awarded the bid through The National Purchasing Partners Co-Operative Purchasing Agreement (NPPGOV) for Government Contracts. Buying off the NPPGOV contract is less expensive and quicker than going out to bid since it's already gone through either a competitive bid process or competitive proposal process.

The Aerial Apparatus Fire Trucks are needed for the DeKalb County Fire Department. They will be used to transport firefighters and equipment to incidents for firefighting operations. These trucks are equipped with an extendable boom ladder that enables firefighters to reach high locations. These trucks can provide a high vantage point for spraying water and creating ventilation. Additionally, the trucks serve as an access and escape route for firefighters, as well as the people they may rescue.

[Signature] 9-17-20  
Fire Chief Date

Tommy Corley 9/21/20  
Name, Title Date  
Fleet Specification Analyst

Robert Gordon 9/21/20  
Department Director Date