

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: CA-SWC #99999-SPD00000155-0001-GVWR Truck with 2WD Tilt Cab 19,500

September 19, 2023

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-responsive.*

3. Return required documents within 10 business days.

If you have any questions, please call me at 404-687-2796.



User Department's Recommendation CA-SWC #99999-SPD00000155-0001-GVWR Truck with 2WD Tilt Cab 19,500

Recommended Bidder: Rush Truck Center of Atlanta 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: \$192,549.00

Justification:

It is recommended that Rush Truck Center of Atlanta, be approved as the vendor for this 2WD Tilt Cab 19,500 GVWR Truck, to be purchased using the State Contract.

The Sign & Paint department need this vehicle to go out and repair and or replace, street road signs throughout DeKalb County.

Tommy Caley 9/19/2023
Name, Title Date
Fleet Specification Analyst

Robert Gordon 9-19-2023
Department Director Date