

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: ITB#23-101588-Maintenance, Cleaning & Inspection of Fuel Tanks

DATE: July 6, 2023

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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** : ITB#23-101588-Maintenance, Cleaning & Inspection of Fuel Tanks

**Recommended Bidder(s):** \_

SP Petroleum meets our approval.

**Funding:**

General  Enterprise  3 Digit Fund Code 611

CIP Line Item No. (if applicable): \_\_\_\_\_

**Disbarment and Suspension checks completed-Yes**

**Project Amount This Term:** \$ 200,000.00

**Justification:**

This vendor was selected, because with the exception of four areas of testing, the selected vendor is the lowest bidder. The type of service being provided by the vendor assures that DeKalb County is in compliance with the State of Georgia rules and regulations for fuel tank monitoring, maintenance and repairs, and the department cannot afford to run the risk of inconsistencies in monitoring and record keeping required in passing various State inspections and audits. Therefore, one vendor is preferred to maintain continuity and accountability in providing the various technical services, testing, and monitoring required.

\_\_\_\_\_  
Name, Title Date

\_\_\_\_\_  
Department Director Date



**The Department of  
Purchasing and  
Contracting**