

**INTERDEPARTMENTAL
MEMORANDUM**

TO: Department of Watershed Management

FROM: Tiffany M. Wilson, Procurement Technician, Team A

SUBJECT: Sealed Bid # 24-6802- Full-Service Maintenance Agreement, Electrical/Mechanical and Electronic Equipment Repairs

DATE: February 20, 2026

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 **three (3)** business days.

If you have any questions, please email me at tmwilson@dekalbcountyga.gov.

Sealed Bid # 24-6802- Full Service Management Agreement, Electrical/Mechanical and Electronic Equipment Repairs

User Department's Recommendation

User Department Name: Department of Watershed Management

Recommended Bidder(s) meets our approval.

Bidder 1: <u>Cole Technology, Inc. \$1,000,000.00</u>	Bidder 2: <u>Tekwell Services, LLC \$500,000.00</u>
Name/Amount	Name/Amount

Project Amount This Term: \$1,500,000.00

Funding:

General **Enterprise** **3 Digit Fund Code** 511
CIP Line Item No. (if applicable): _____

Justification:

The Department of Watershed Management would like to piggyback off the above subject contract and add funds for contract term February 14, 2026 through February 13, 2027. This contract will be utilized by DWM for the repair and replacement of electric motors and the plants and lift stations. This contract will also be utilized for the repair and replacement of motors for Snapfinger ILS pump project which is of high priority.

Reginald Wells, Director - DWM
 Name, Title Date

Reginald Wells Digitally signed by Reginald Wells
Date: 2026.03.02 14:24:07 -05'00'
 Department Director Date