



User Department's Recommendation :
ITB#24-101645-22 Passenger Transport Bus

Recommended Bidder: Model 1 Commercial Vehicles, Inc.

Funding:
General Enterprise 3 Digit Fund Code 622
CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

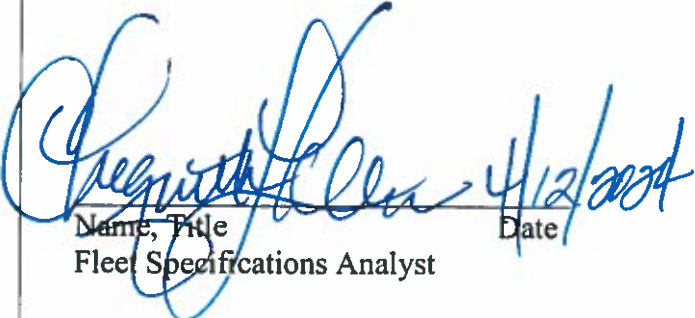
Project Amount This Term: \$122,351.00

Justification:

Model 1 Commercial Vehicles, Inc. recommended as the responsive and responsible bidder for the purchase of one (1) 22-passenger transport bus. This vendor presented three different options. The lowest pricing option lacked the required wheelchair positions. The selected option presented by Model 1 Commercial Vehicles bid Option 1A provides the seating configuration (20 passenger + 2 wheelchair) that meets our needs.

These units will be used by the Human Services Department in District 5 to transport senior citizens to and from activities.

Replacement Cycle – 10 years
Department – Human Services



Name, Title
Fleet Specifications Analyst
Date 4/12/2024



Department Director
Date 4-2-2024

INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Senior Procurement Agent, Team B
SUBJECT: ITB#24-101645-22 Passenger Transport Bus

April 4, 2024

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.