

**User Department's Recommendation** AP -ITB No. 19-101205-CNG, Conventional Cab and Chassis with Above Framer Outside Rail 30-ton Roll-Off Hoist

**Recommended Bidder:** MHC Kenworth meets our approval.

**Funding:**

General  Enterprise  3 Digit Fund Code 621

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

**Disbarment and Suspension checks completed-Yes**

**Project Amount This Term:** \$220,647.00

**Justification:**

This additional purchase unit will be for the Sanitation department. This unit will be used for residential bulky collection and for commercial application

PR# 901358

ITB# 19-101205

Replacement Cycle: 7 years

 12/4/2020  
Name/Title Date

Fleet Specifications Analyst

  
Department Director Date

12/4/20

**INTERDEPARTMENTAL  
MEMORANDUM**

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: AP -ITB No. 19-101205-CNG. Conventional Cab and Chassis with Above Framer Outside Rail 30-ton Roll-Off Hoist

DATE: 12/3/ 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.