

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet  
FROM: Tammy Shew, Senior Procurement Agent, Team B  
SUBJECT: GSA Contract No. GS30F-0012T-Mobile Fire Training Trailer

November 12, 2024

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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** : GSA Contract No. GS30F-0012T-Mobile Fire Training Trailer

**Recommended Bidder:** Mobile Concept Specialty Vehicles meets our approval.

**Funding: Vehicle Replacement Fund**

General  Enterprise  3 Digit Fund Code #622

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

**Disbarment and Suspension checks completed-Yes**

**Project Amount This Term:** \$216,587.00

**Justification:**

It is recommended that Mobile Concept Specialty Vehicles be approved as the vendor for this Mobile Fire Training Trailer, as to they have been awarded the bid through GSA Contract # GS-30F-0012T. Since it's already gone through the bidding process, buying off the GSA Contract Award is more economical.

The Fire Department will use this trailer to educate and train citizens and children about fire safety to include cooking and evacuation. The unit is replacing a 20+ year old safety trailer used by the department to educate thousands of citizens over the years through career days and different events.

Tommy Carly 11/13/2024  
Name, Title Date  
Fleet Specification Analyst

Robert Gordon  
Department Director Date  
11-13-24