



DeKalb County

GEORGIA

## Department of Purchasing and Contracting

Maloof Administration Building, 1300 Commerce Drive, 2<sup>nd</sup> Floor, Decatur, Georgia 30030

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**TO:** The Department of Watershed Management

**FROM:** Judi Moore, Purchasing & Contracting - Team A

**SUBJECT:** ITB 2025-037-Actuator Services (Three (3) Multi-Year Contract)

**DATE:** October 3, 2025

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-responsive.*

### **3. Return completed required documents within ten (10) business days.**

Should you have any questions, please email me at ([jmoore@dekalbcountyga.gov](mailto:jmoore@dekalbcountyga.gov)) regarding, ITB No 2025-037-Actuator Services (Three (3) Multi-Year Contract)

### **User Department's Recommendation**

Cole Technology, Inc (\$300,000.00) Georgia Western, LLC (\$600,000.00)

**Recommended Bidder(s):** \_\_\_\_\_ meets our approval.

**Amount Spent on Previous Contract:** n/a

**Name of Fund:** \_\_\_\_\_  
Enterprise (511)

**Project Amount This Term:** \$900,000.00 ( 3yrs)

#### **Written Justification:**

The Department of Watershed Management (DWM) recommends Cole Technology, Inc. and Georgia Western, LLC as the recommended bidders based on the total from the bid tabulation form. This contract will be utilized by the department for actuators testing, troubleshooting, repairing, replacing and/or installing at all treatment facilities.

Please note that this is a multi-year contract and the amount of \$900,000.00 reflects the total for 3 years :

1st Year : Georgia Western, LLC (\$200,000.00) Cole Technology, Inc (\$100,000.00)

2nd Year: Georgia Western, LLC (\$200,000.00) Cole Technology, Inc (\$100,000.00)

3rd Year: Georgia Western, LLC (\$200,000.00) Cole Technology, Inc (\$100,000.00)

Reginald Wells - Director , DWM

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Name, Title

Reginald Wells

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Reginal D. Wells: Department Director  
Date