



INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Senior Procurement Agent, Team B
SUBJECT: Sourcewell CA#011723 for Compact Rubber Track Excavator with Enclosed Cab
DATE: March 11, 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.



User Department's Recommendation : Sourcewell CA#011723 for Compact Rubber Track Excavator with Enclosed Cab

Recommended Bidder: Central Atlanta Tractor Sales Inc. meets our approval.

Funding: Vehicle replacement Fund

General Enterprise 3 Digit Fund Code #621

CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: \$296,037.80

Justification:

It is recommended that Central Atlanta Tractor Sales Inc. be approved as the vendor for these compact rubber track excavators, as to they have been awarded the bid through Sourcewell Contract # 011723. Since it's already gone through the bidding process, buying off the Sourcewell Contract Award is more economical.

The Watershed Department needs this equipment (Compact track excavators) to dig trenches to repair and replace water and sewer pipes throughout DeKalb County.

Tommy Corley 3/12/2024
Name, Title Date

Fleet Specification Analyst

Robert Dord
Department Director Date

3-12-2024