



User Department's Recommendation 99999-SPD-ES40199373 Administrative Vehicles

Recommended Bidder: _____ meets our approval.

| Vendors | Amount |
|------------------|---------------------|
| Hardy Chevrolet | 1,500,000.00 |
| Allan Vigil Ford | 725,000.00 |
| Total | 2,225,000.00 |

Funding:

General Enterprise 3 Digit Fund Code 622
CIP Line Item No. (if applicable): 81310.542101.622

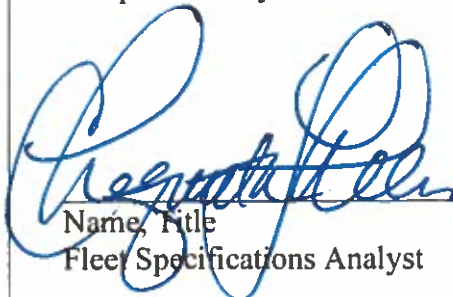
Disbarment and Suspension checks completed-Yes


Project Amount This Term: \$2,225,000.00

Justification:

It is recommended that all the vendors listed above be approved as the vendor for Administrative Vehicles, as they have already been awarded the bid through the Statewide Contract.

\$2,225,000 is needed to process vehicles scheduled for replacement and for vehicles that may have to be replaced early because of accidental total losses.


Name, Title _____
Fleet Specifications Analyst
Date 10/10/2024


Department Director
Date 10/10/2024



INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Senior Procurement Agent, Team B
SUBJECT: SWC No. 99999-SPD-ES40199373 Administrative Vehicles

September 13, 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.