



INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Senior Procurement Agent, Team B
SUBJECT: ITB#24-101677-20 Ton Equipment Trailer
Sept. 23, 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 ITB#24-101677-20 Ton Equipment Trailer

Recommended Bidder: JMC Sales 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: \$549,600.00

Justification:

It is recommended that JMC Sales, is the lowest, and most responsive, and responsible bidder.

These 20-ton equipment trailers are needed to haul various types of equipment to work sites, throughout DeKalb County. They are needed by our Roads & Drainage, Storm water, and Watershed Management Departments. DWM has decided not to replace 19 of their 20 ton equipment trailers so only 25 of the original 44 are being purchased.

Tommy Caly 9/24/2024
Name, Title Date

Fleet Specification Analyst

Robert [Signature] _____
Department Director Date

9-24-2024