



**User Department's Recommendation** SUBJECT: Sourcewell CA # 060920-PMC-Truck, Severe Duty Terminal Tractor

**Recommended Bidder:** Peterbilt of Atlanta meets our approval.

**Funding:**

General  Enterprise  3 Digit Fund Code 621  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Disbarment and Suspension checks completed-Yes**


**Project Amount This Term:** \$286,500.00

**Justification:**

It is recommended that Peterbilt of Atlanta be approved as the vendor for the purchase of two (2) severe duty terminal tractors, as they have already been awarded the bid through the Sourcewell Cooperative.

The trucks are needed for use within the Watershed Management department. They will be used at water treatment facilities to reposition trailers that collect wastewater sludge.

Replacement Cycle – 7 years

  
Name, Title \_\_\_\_\_ Date 4/28/2023  
Fleet Specification Analyst

  
Department Director \_\_\_\_\_ Date  
5-2-2023

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet  
FROM: Tammy Shew, Senior Procurement Agent, Team B  
SUBJECT: Sourcewell CA # 060920-PMC-Truck, Severe Duty Terminal Tractor

April 28, 2023

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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.