



INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet  
FROM: Tammy Shew, Senior Procurement Agent, Team B  
SUBJECT: Articulating 5000 Gallon Water Truck—Sourcewell Contract Purchase #032119-KOM  
DATE: September 13, 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.



**User Department's Recommendation** : Articulating 5000 Gallon Water Truck—Sourcewell  
Contract Purchase #032119-KOM

**Recommended Bidder:** Tractor & Equipment Company 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:** \$614,650.70

**Justification:**

It is recommended that Tractor & Equipment Company be approved as the vendor for the articulating 5000-gallon water truck, to be purchased using the Sourcewell Awarded Contract.

The Sanitation Department needs this articulating 5000-gallon water truck to transport water to remote location that are difficult to access. It is used to stabilize, compact the soil, and dust suppression all day during business hours. This is required by the environmental protection division. It is also used to clean equipment and wash down asphalt roads. The water truck plays a major role in keeping the roads and drainage flumes clean as well.

Tommy Carly 9/19/2023  
Name, Title Date

Fleet Specification Analyst DeKalb County

Robert Gordon 9-19-2023  
Department Director Date