

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: SWC No. 99999-SPD-SPD0000155-0001 -Truck with Permanent Stake Body, Liftgate & Air Compressor

December 4, 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** SUBJECT: SWC No. 99999-SPD-SPD0000155-0001 -  
Truck with Permanent Stake Body, Liftgate & Air Compressor

**Recommended Bidder:** Rush Truck Centers 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:** \$152,813.00

**Justification:**

It is recommended that Rush Truck Centers, be approved as the vendor for this tire truck, as to they have already been awarded the bid through State Contract. Since it's already gone through the bidding process, buying off State Contract is more economical.

This tire truck is required by the Fleet Management Department to handle roadside assistance request and on-site tire replacements for DeKalb County vehicles throughout the entire county.

Tommy Corley 12/6/2023  
Name, Title Date

Fleet Specification Analyst

Robert Gordon  
Department Director Date

12-6-2023