



INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet  
FROM: Tammy Shew, Procurement Agent, Team B  
SUBJECT: ITB#20-101250-Refuse Transfer Open Top 53' Trailer  
DATE: 5/29/20

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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:** ITB#20-101250-Refuse Transfer Open Top 53' Trailer

**Recommended Bidder:** Travis Body & Trailer 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:** \$618,975.00

**Justification:**

Travis Body & Trailer (1B – Keith Walking Floor) is recommended as the responsive and responsible bidder, as it meets the specifications that provide the most beneficial impact related to the operation and longevity of the equipment.

The exceptions detailed in this justification are limited to the operational functionality, capabilities and durability of the unit. Not all exceptions are detailed, only those which are most impactful to the operation and longevity of the equipment.

We have researched the Hallco Walking Floor System verses the Keith Walking Floor system and found the Keith System is the more commonly used system in the industry. Having a system that is commonly used makes the parts acquisition process easier and faster. Parts for a commonly used system will be more readily available. Additionally, this is the type of floor system we currently have in our fleet and have had in our fleet since 2015. It is preferred to only have one type of system in the fleet. Having only one type of walking floor system reduces the amount of parts inventory needed and it also allow our technicians to have expert level knowledge with that particular floor system.

Our director and the user department did a quick survey of local trucking companies and municipalities and was unable to find any fleets within either group who utilize the Hallco Walking Floor System.

Based upon the user department's review of the design drawings for the Hallco floor system, it was their assertion that the design of the Keith 2301 slates appear to be a stronger design than the slates for the Hallco floor system. Because of the continuous use of the trailers and the floor system under harsh conditions, it is critical for the user department to have trailers with a more durable system that is sturdily constructed.

The submitted bid of the Hallco System says it is 3/4" thick, but the bid contradicts the Hallco



website states that it is 11/16" which is less than the specified 3/4" thickness. The Keith system also meets the thickness specification of 3/4".

*Christina Miller* 6/24/2020  
Name, Title Date  
*Flt Specifications Analyst*

*Robert Gordon* 6-24-2020  
Department Director Date