

**INTERDEPARTMENTAL
MEMORANDUM**

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: SWC No. 99999-SPD-SPD0000155-0001 -Cab & Chassis with High Utility Body & Crane
19,500 GVWR Truck

December 21, 2023

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 -Cab & Chassis with High Utility Body & Crane 19,500 GVWR Truck

Recommended Bidder: Rush Truck Center of Atlanta 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: \$818,924.00

Justification:

It is recommended that Rush Truck Center of Atlanta, be approved as the vendor for this Cab & Chassis with High Utility Body & Crane 19,500 GVWR Truck, to be purchased using the State Contract.

Fleet Management Department need these service trucks, to go service and repair, Heavy Duty Trucks and Off Road Equipment, throughout DeKalb County.


Name, Title Date

Fleet Specification Analyst


Department Director Date