



**User Department's Recommendation** : CA#032119-JDC for 4 JD 310 SLHL Backhoes with Hydraulic Breakers with Couplers

**Recommended Bidder:** Flint Equipment Company \_\_\_ 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:** \$ 430,733.00

**Justification:**

It is recommended that Flint Equipment Company be approved as the vendor for the purchase of four (4) Backhoes, as they have already been awarded the bid through the Sourcewell Cooperative.

The Watershed Management Department needs these two pieces of equipment to excavate worksites related to water and sewer projects.

*[Signature]* 12/29/2021  
Name, Title Date  
Flint Specifications Analyst

*Robert Gordon*  
Department Director Date  
12-29-21

INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: CA#032119-JDC for 4 JD 310 SLHL Backhoes with Hydraulic Breakers with Couplers

DATE: December 29, 2021

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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.