

ITB No. 20-101280 – District 4&7 Community & Senior Center Construction

User Department's Recommendation:

User Department Name ___Facilities/CD___ **COMMUNITY DEVELOPMENT**

Recommended Bidder(s) meets our approval:

Bidder 1: **Headley Construction** Bidder 2: _____
Name/Amount Name/Amount

Project Amount This Term: **\$8,489,440.30**

Funding: **HUD SECTION 108 LOAN \$7,840,000**

General Enterprise 3 Digit Fund Code _____

CIP Line Item No. (if applicable): _____
CDBG \$324,720.15
DISTRICT #4 \$324,720.15
TOTAL \$8,489,440.30

Justification:

Headley Construction is the lowest and most responsive bidder with LSBE Participation. Additionally, the provided referenced construction projects were vetted and proved to be relevant, and excellently done.

Allen Mitchell, Director 11/29/20
Name, Title Date

Allen Mitchell
Department Director Date

**INTERDEPARTMENTAL
MEMORANDUM**

TO: Allen Mitchell, Department of Facilities
FROM: Jovan Hooper, Procurement Agent, Team B
SUBJECT: ITB No. 20-101280 – District 4&7 Community & Senior Center Construction
DATE: November 20, 2020

It is requested that you do the following:

1. Please review the provided 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. Please return required documents within **five (5)** business days.

If you have any questions, please email me at jhooper@dekalbcountyga.gov.