

TO: Reginald Wells, Director, Department of Watershed Management
Marketa Killingbeck, Project Coordinatory, Department of Watershed Management

FROM: Kyheem Bristol, Procurement Agent, Team A

SUBJECT: ITB No. 19-101066 Steel Roofing System For The Storage Containment Building
(90 Day Contract)

DATE: September 9, 2019

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 **ten (10)** business days.

If you have any questions, please call me at (404) 371-7063.

ITB No.: 19-101066 Steel Roofing System For The Storage Containment Building (90 Day Contract)

User Department's Recommendation

User Department Name Watershed Management

Recommended Bidder(s) meets our approval.

Bidder 1: Hawk Construction/\$318,400.00 Bidder 2: _____
Name/Amount Name/Amount

Bidder 3: _____ Bidder 4: _____
Name/Amount Name/Amount

Project Amount This Term: \$ 318,400.00

Funding:
General Enterprise 3 Digit Fund Code 511
CIP Line Item No. (if applicable): _____

Justification:

The Department of Watershed Management (DWM) recommends Hawk Construction as the recommended bidder based on the totals from the bid tabulation form. The bidder is the lowest bidder according to the prices quoted. Hawk Construction has shown to be thorough in their bid and addressed the needs for this particular project. The materials that will be utilized fall within the specifications of the ITB. The vendor has proven to be reliable from past projects and provided quality service.

Marketa H. Killingbeck
Digitally signed by Marketa H. Killingbeck
DN: cn=Marketa H. Killingbeck, o=DeKalb County
Government, ou=Watershed Management,
email=mkillingbeck@dekalbcountyga.gov, c=US
Date: 2019.09.17 16:39:04 -0400
Marketa H. Killingbeck, Project Coordinator
9/17/2019
Date

Reginald Wells
Digitally signed by Reginald Wells
Date: 2019.09.18 16:31:04 -0400
Reginald Wells, DWM Director
9/18/2019
Date