



INTERDEPARTMENTAL
MEMORANDUM

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Procurement Agent, Team B
SUBJECT: CA-5.5 Cubic Yard Wheel Loader
DATE: 4/20/20

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: CA-5.5 Cubic Yard Wheel Loader

Recommended Bidder: Tractor and Equipment meets our approval.

Funding: Vehicle Replacement Fund

General Enterprise 3 Digit Code #621

CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: \$340,500.00

Justification:

It is recommended that Tractor & Equipment Company be approved as the vendor for this 5.5 Cubic Yard, Wheel Loader, as to they have already been awarded the bid through the Sourcewell Cooperative for the State Contract.

Since it's already gone through the bidding process, buying off the Sourcewell Cooperative Contract is more economical.

The department needs this equipment (Wheel Loader) to help prepare the landfill site, such as loading wood and yard debris into the tub Grinder to be shredded and turned into mulch.

Tommy Caly 4/20/2020
Name, Title Date

Fleet specification Analyst

Robert Gordon 4-20-2020
Department Director Date