

## INTERDEPARTMENTAL MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: (ITB) No. 21-101429, "Repair of Equipment: All Automobiles, On-the-Road, Off-the-Road, Vehicles, Motorcycles, Trucks, Trailers and Motorized Equipment (Annual Contract with 2 Options to Renew)"

DATE: November 9, 2021

## It is requested that you do the following:

- 1. Please review the attached bids associated with the above referenced solicitation and provide your award <u>recommendation</u>. 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.





<u>User Department's Recommendation</u> : (ITB) No. 21-101429, "Repair of Equipment: All Automobiles, Onthe-Road, Off-the-Road, Vehicles, Motorcycles, Trucks, Trailers and Motorized Equipment (Annual Contract with 2 Options to Renew)"				
Recommended Bidders: _				
<u>List of Bidders Attached</u> meets our approval.				
Funding: General X Enterprise 3 Digit Fund Code 611 CIP Line Item No. (if applicable):				
Disbarment and Suspension checks completed-Yes				
Project Amount This Term: _\$ <u>7,500,000.00</u>				
<b>Justification:</b> Requesting funds for 1 <sup>st</sup> year of contract to cover the cost of maintenance and repairs for a fleet of over 3600 County vehicles and pieces of equipment. Over the past year spent estimated \$6,057,000 and Fleet is experiencing increased cost in labor and material cost, along with maintaining more "pool" units to meet the demands of supporting departments.				
Name, Title	Date	Department	Director	Date



