

**INTERDEPARTMENTAL
MEMORANDUM**

TO: Robert Gordon, Director, Fleet
FROM: Tammy Shew, Senior Procurement Agent, Team B
SUBJECT: ITB#21-101442-Lubricants
DATE: January 1, 2022

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 : ITB#21-101442-Lubricants

Recommended Bidder: _
Dilmar Oil, The McPherson Companies, Cadence Petroleum Taylor Enterprises

 _____meets our approval.

Funding:
 General Enterprise 3 Digit Fund Code __611_____
 CIP Line Item No. (if applicable): _____

Disbarment and Suspension checks completed-Yes

Project Amount This Term: _\$__\$380,000.00_____

Justification:
 Requesting funds for the four (4) vendors listed for the County operations of vehicles and pieces of equipment. The funds requested are to accommodate the unpredictable changing pricing market experienced with Motorcraft and other private label branded package and bulk lubricants. Prices are driven by the increase of raw material components used in the manufacturing and delivery of these products. Several vendors can provide the same product and the department needs to have options to obtain products from multiple contract supplier to meet the County demands and address supplier shortages.

Name, Title	Date	Department Director	Date
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DeKalb County
GEORGIA

**The Department of
Purchasing and
Contracting**

Supplier	Dollar Amount
Dilmar Oil	\$ 150,00.00
The McPherson Companies	\$ 130,000.00
Cadence Petroleum	\$ 50,000.00
Taylor Enterprises	\$ 50,000.00
	\$ 380,000.00

Items for Fleet Management:

1-16

18-20

26-27

30-31

41, 48, 54-56