

INTERDEPARTMENTAL MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: ITB#22-101478-Tire Services

March 24, 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 <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.





User Department's Recommenda: ITB#22-101478-Tire Services	ation :		
Recommended Bidders: _1. Sout 4. Atlanta Commercial Tire			
Funding: General ⊠ Enterprise □ CIP Line Item No. (if applicable)	3 Digit Fund	l Code611	
Disbarment and Suspension chec	cks completed- <u>Yes</u>		
Project Amount This Term: _\$_	460,000.00		
Justification: The recommendation is to accept or repairs services for emergency road handle on-road emergencies as need.	d incidents, it is require		
Name, Title	Date	Department Director	Date



<u>Bidders</u>	<u>Amount</u>
Action Tire	<u>\$ 60,000</u>
Atlanta Commercial Tire	<u>\$ 150,000</u>
Southern Tire Mart	<u>\$ 150,000</u>
Setco Inc.	\$ 50,000
Nextire	\$ 50,000

Total \$460,000