



INTERDEPARTMENTAL  
MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: Omnia Partners CA#2017025-Toro Groundmaster 4000-D Mower

May 24, 2023

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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** : : Omnia Partners CA#2017025-Toro Groundmaster 4000-D Mower

**Recommended Bidder:** Jerry Pate Turf & Irrigation meets our approval.

**Funding: Vehicle replacement Fund**

General  Enterprise  3 Digit Fund Code #621

CIP Line Item No. (if applicable): \_\_\_\_\_

**Disbarment and Suspension checks completed-Yes**

**Project Amount This Term:** \$112,641.00

**Justification:**

It is recommended that Jerry Pate Turf & Irrigation be approved as the vendor for the Toro Groundmaster 4000—D Diesel Mower, to be purchased using the OMNIA Contract Discount.

The Parks & Recreation Department needs this mower for its durability and wide deck. It is needed to mow 36 football/soccer fields, and 22 parks.

Tommy Carley 5/24/2023  
Name, Title Date

Fleet Specification Analyst DeKalb County

Robert Gordon 5/24/23  
Department Director Date