

INTERDEPARTMENTAL MEMORANDUM

TO:

Allen Mitchell, Director, Community Development Department

FROM:

Nancy Harrison, Purchasing Agent Senior, Team B

SUBJECT:

ITB No. 17-100870 Candler Road Parking Lot Construction

DATE:

October 5, 2017

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 five (5) business days.

If you have any questions, please call me at 371-2760

The Department of Purchasing and Contracting

ITB No. 17-100870 Candler Road Parking Lot Construction

User Department's Recommendation
User Department Name: Community Development
Recommended Bidder: Barfield Holt Construction, LLC meets our approval.
Project Amount This Term: \$218,000.00
Funding: General
Source: Facilities Management Parking Lot Receipts Revenue
Justification:
 Lowest Bidder Emergency Project because of parking needs of the Seniors Currently inadequate Senior Center Parking At South DeKalb Senior Center
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Name, Title Department Director Date 220 72017