

## INTERDEPARTMENTAL MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: ITB#20-101267-Purchase of Alternative Fuel (CNG & Propane) Vans, Trucks & Accessories

DATE: August 7, 2020

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.





| Recommended Bidder:Allan Vigil Ford Lincoln meets our approval.   | User Department's Recommendation: ITB#20-1                           | 01267-Purchase of Alternative Fue | I (CNG & |
|---|--|-----------------------------------|----------|
| Funding: General  Enterprise  | Propane) Vans, Trucks & Accessories                                  |                                   |          |
| Funding: General  Enterprise  |  |                                   |          |
| General Enterprise 3 Digit Fund Code 621 CIP Line Item No. (if applicable):  Disbarment and Suspension checks completed-Yes  Project Amount This Term: \$750,000  Justification:  Allan Vigil is recommended as the responsive and responsible bidder.  Chequetta L. Allen 8/18/2020  Robert Gordon 8/18/2020 | Recommended Bidder:Allan Vigil Ford Linc                             | oln meets our appro               | oval.    |
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| Robert Gordon 8/18/2020   | Allan Vigil is recommended as the responsive and re                  | esponsible bidder.                |          |
| Robert Gordon 8/18/2020   |  |                                   |          |
|   | Chequetta L. Allen 8/18/2020   | Robert Gordon 81'                 | 18/2020  |
|   | Name, Title Date   |                                   | Date     |
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