INTERDEPARTMENTAL MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Procurement Agent, Team B

SUBJECT: ITB#20-101275-Toro Groundmaster 4000-D Diesel Powered Mower

DATE: September 23, 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 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.

<u>User Department's Recommendation</u> : ITB#20-101275-Toro Groundmaster 4000-D Diesel
Powered Mower
Recommended Bidder: <u>Jerry Pate Turf and Irrigation</u> meets our approval.
Funding: Vehicle Replacement Fund General
Disbarment and Suspension checks completed-Yes
Project Amount This Term: \$132,909.16
Justification: It is recommended that Jerry Pate Turf and Irrigation, is the only, and most responsive, and responsible bidder.
This mower is in need and will be used for cutting of our large size fields and open areas at the Parks and Ball Fields throughout DeKalb County, for Parks & Recreation Department.
Tomm Corley 9/23/2020 Name Pitle Date Robert Gordon 10/12/2020 Department Director Date
Name Pitle Date Robert Gordon 10/12/2020 Pleet Specification Anaylst Robert Gordon 10/12/2020 Department Director Date