INTERDEPARTMENTAL MEMORANDUM

TO: Robert Gordon, Director, Fleet

FROM: Tammy Shew, Senior Procurement Agent, Team B

SUBJECT: CA-SVI Air & Lights Units

DATE: 12/15/2020

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.

User Department's Recommendation CA-SVI Air & Lights Units
Recommended Bidder: SVI Manufacturing meets our approval.
Funding: Vehicle Replacement Fund General Enterprise Soligit Fund Code #621 CIP Line Item No. (if applicable):
Disbarment and Suspension checks completed-Yes
Project Amount This Term: \$1,399,824.31
Justification:
It is recommended that SVI Manufacturing be the Vendor for this Air & Light unit, by reason of, they have already been awarded the bid through The Houston-Galveston Area Council (HGAC) for the Contract.
Buying off the HGAC Buy contract is as competitive as bidding on the open market but greatly reduces the overall procurement time since it's already gone through either a competitive bid process or competitive proposal process.
The Air trucks are fire ground support units which main function is to refill the SCBA bottles while on the fire ground. The units have specialized compressor systems that filter the air found in the atmosphere and clean it to a "breathing air" standard such found in SCUBA tanks. As of now, there are currently no reserve units that can fill SCBA bottles nor carry the rehab equipment to support fire ground suppression efforts. DCFR only runs 2 first line Air trucks.
Chief Fullum Date
Name, Title Date Fleet Specification Analyst Robert Gordon Digitally signed by Robert Gordon Date: 2020.12.16 10:32:11-05'00' Department Director Date
Fleet Specification Analyst