

INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Director
Department of Purchasing

FROM: Ladisa Onyiliogwu, Director *Ladisa Onyiliogwu*
Department of Senior Services

DATE: February 28, 2022

RE: 22ITBCO09A-CJC,Material Aid Incontinence
Products

REQUESTED ACTION: Recommended approval of a single bid:
Siak Enterprise LLC
901 Hampton Hill Court
Lawrenceville, GA 30044

PURPOSE: To provide incontinence products to eligible seniors (in accordance with the specifications outlined in procurement #22ITBCO09A-CJC)

DISCUSSION: The Purchasing Department solicited an "Invitation to Bid" for material aid incontinence products. One (1) response for the bid solicitation was received. The department is recommending that Siak Enterprise LLC be awarded this bid. The vendor has provided/met all special conditions set forth in the specifications.

Siak Enterprise, LLC was the only vendor that provided a proposal that met all specifications.

The purchase order set-up amount is not to exceed ninety-four thousand, eight hundred thirty-seven (US \$94,837.00) dollars.

If you have any questions, please contact Andre Danzy at 404-964-7837.

Cc: Stacey Gray-Hill, Financial Systems Administrator, Senior Services
Kweli Rashied-Henry, Deputy Director, Senior Services