



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Chief Purchasing Agent,
Director of Purchasing and Contract Compliance

FROM: Joseph Davis, Director

DATE: May 15, 2024

SUBJECT: Cancellation ITB – #23ITB138788C-JAJ, Electronic
Equipment Recycling Services-FY2024

By this Memorandum we are requesting approval to cancel and Re-Bid ITB – #23ITB138788C-JNJ, Electronic Equipment Recycling Services due to this revenue generating ITB solicitation indicating the Basis of Award would be the Lowest Responsible Bidder. The ITB was not clear to the interested bidder(s) that this was a revenue generating service for the County (not referenced in the Section 1- Instruction to Bidders, 16. Basis of Award, Section 2 -Bid Form, and Section 4- Scope of Work).

We will submit a new requisition (RQN) with will revised Instruction to Bidders/Bid Form/Scope of Work and BidNet Excel Spreadsheet if necessary.

If you need additional information, please contact Harry Jordan at (404) 612-5933.

cc: Mark Hawks, CAPA, Team C, Purchasing & Contract Compliance
Jakeiah Johnson, APA, Team C, Purchasing & Contract Compliance
John Adams, Administrator, DREAM
Charles Turner, Material Management Manager, DREAM
Kay Flowers, Contract Administrator, Purchasing & Contract Compliance/DREAM
Harry Jordan, Contract Administrator, DREAM