

PROCUREMENT SUMMARY-IFB 2023-016

REQUIREMENTS

The CEO approved Solicitation Request Routing Sheet dated 9/15/2023 with attached Traction Motor Service Overhaul specifications was received by the Procurement Department to procure Traction Motor Service Overhaul.

There was a no DBE goal established for this solicitation per the RTA Routing Sheet.

Procurement Policy:

The Independent Cost Estimate for this procurement is \$242,850.00 for six months, which exceeds the Small Purchase threshold of \$25,000 therefore in compliance with the Regional Transit Authority of New Orleans Procurement Policies and Procedures Manual, Section VII.B. This procurement shall be conducted through formal advertisement (competitive means).

Procurement Method:

More than one responsive and responsible offeror can meet the solicitation requirements. Specifications furnished by the user department are complete, adequate, precise and realistic. No discussions or negotiations will be needed to address technical requirements, award will be made on lowest responsible/responsive bidder. Therefore, the IFB method of solicitation is selected as the method of procurement.

SOLICITATION

Invitation for Bids (IFB) No. 2023-016 Public Notice was published in the The Advocate. The Public Notice and the IFB 2023-016 were posted on the RTA website beginning 7/20/2023. The IFB submittal deadline was 8/17/2023 at 2:30 pm.

IFB SUBMITTAL

Bid Opening was held on 8/17/2023 at 2:30 pm. Shaun Temple handled the receipt of all submissions received. Two (2) bids were received.

DETERMINATION

Two (2) bids were received and (1) was responsive and provided all required documents.

- 1) Irwin Car & Equipment was determined responsive and provided all required documents.
- 2) SunSource was non-responsive and did not provide the required documents.

SUMMARY

Based on the information above the Bids received were prepared and sent to Procurement Director for further review. An Administrative Review Form was prepared by Shaun Temple – Buyer.

Procurement Department: Recommend award be made to lowest responsive/responsible bidder, Irwin Car & Transportation is the lowest responsive and responsible bidder and it is in the best interest of RTA to award this bid to Irwin Car & Transportation. I recommend this bid be awarded to Irwin Car & Transportation.