



MPA ROUTING MEMO

TO: William P. Doyle, Executive Director
THRU: John Thornton, Manager of Procurement
Wonza Spann-Nicholas, Director of Finance
Bob Munroe, Principal Counsel
Brian Miller, Deputy Executive Director



CC: Joe Nickoles, Deputy Director Crane, Facility, and Fleet Maintenance

FROM: Margie A. Koppelman, Procurement Officer *mab*

PHONE: 410-385-4833

DATE: JUNE 7, 2021

PLEASE ROUTE THIS DOCUMENT IN THE ORDER LISTED BELOW AS SOON AS POSSIBLE

Delays in approvals will delay finalization of this transaction. If the person indicated below is not available to sign this document, an authorized alternate (if any) should sign instead.

SUBJECT: R3012967, Tow (2) Cab & Chassis with 14' Stake Body

DESCRIPTION: **For your signature - Approval of recommendation for contract award using Intergovernmental Cooperative Purchasing – Sourcwell Contract 060920-NVS.**

SPECIAL INSTRUCTIONS: Please approve the attached recommendation where indicated. The Office of Attorney General (Phil Whaling) has reviewed and approved the Procurement Officer's Determination for form and legal sufficiency on June 4, 2021.

- | Name/Department: | Signature/Date: |
|--|---|
| 1. John Thornton
Manager of Procurement |
DocuSigned by: 4AD8783169EC4C1 6/8/2021 |
| 2. Wonza Spann-Nicholas
Director of Finance |
DocuSigned by: E5229ACC077F497 6/8/2021 |
| 3. Bob Munroe
Principal Counsel |
DocuSigned by: 01179C981EC5334 6/9/2021 |
| 3. Brian Miller
Deputy Executive Director |
DocuSigned by: 42ED8D1802CE48C 6/9/2021 |
| 4. William P. Doyle
Executive Director | |

PLEASE RETURN TO: Margie A. Koppelman, Procurement

DocuSign Envelope ID: 7D193DFA-C3F2-444F-A7D1-7073E100CEBD

**PROCUREMENT OFFICER'S DETERMINATION
INTERGOVERNMENTAL COOPERATIVE PURCHASING
CONTRACT NO. R3012967
TWO (2) 4x2 CAB & CHASSIS WITH 14' STAKE BODY**

I. EXECUTIVE SUMMARY

This Determination has been executed pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing, to enter into a contract with Beltway International, LLC ("Beltway") to purchase two (2) 4x2 cab & chassis with 14' stake body under the intergovernmental cooperative purchasing agreement (ICPA), Sourcewell Contract No. 060920-NVS. The contract is for the one-time purchase of these vehicles in the amount of \$189,109.16.

II. BACKGROUND

These two (2) vehicles are replacements for the existing stake body trucks, MPA Units 4792 and 4793, for MDOT MPA Fleet Maintenance Department. The two (2) current vehicles are older diesel technology F-550 Fords that are eligible for replacement under the Volkswagen Settlement Agreement, which replaces older less efficient diesel technology with newer more efficient technology to reduce diesel emissions from the transportation sector.

The International Model MV607 manufactured by International Navistar has a tilt front end which allows the Fleet Maintenance mechanics to make repairs to these vehicles much faster and easier. The tilt front end also makes maintenance of these vehicles much easier for the mechanics. The other manufacturers have conventional front ends and cabs, which requires the cab to be removed prior to performing major engine work which is time consuming causing the vehicle a longer down time.

The Procurement Officer and MDOT MPA Fleet Maintenance Department has researched other ICPAs and the Department of General Services (DGS) Statewide Contracts and has determined that the vehicles on the Sourcewell contract better meets the requirements of the Fleet Maintenance Department. The MDOT MPA Fleet Manager also reached out to the Fleet Managers at MDOT MDTA and MDOT MTA which have both purchased and are satisfied with these types of vehicles through the Sourcewell contract.

The MDOT MPA Fleet Maintenance Department has determined that the 4x2 cab & chassis with 14' stake bodies provided by Beltway, the local authorized International Navistar dealer, best fits its needs because they have a Cummins engine and Allison transmission that Fleet Maintenance has diagnostic software for. The Fleet Maintenance Department has conducted research and concluded that Beltway is able to provide these vehicles at a reasonable price and therefore recommends Beltway for award. I concur with the recommendation of MDOT MPA Fleet Maintenance Department. The Office of the Attorney General approved this determination for form and legal sufficiency on June 4, 2021.

III. DETERMINATION

- A. Sourcewell's contract meets the requirements of an intergovernmental cooperative purchasing agreement under COMAR 21.05.09.01B(2)(a).

- B. It is in the best interest of the MDOT MPA to utilize the Sourcewell contract because doing so will provide cost benefits to the State; Sourcewell has already competitively solicited for the Contract No. 060920-NVS; under the Sourcewell contract the State is paying \$71,710.50 less than the manufacturer's suggested retail price for these vehicles, according to the prices provided by Beltway. It will promote administrative efficiencies as Sourcewell has already deemed Beltway responsible and using the Sourcewell contract is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.
- C. The award amount is within the funding available.
- D. Making an award under Sourcewell's Contract No. 060920-NVS will save MDOT MPA the considerable time it will take to prepare a solicitation for public advertisement, obtain necessary approvals prior to publication, publish the solicitation, receive and evaluate proposals, and then complete an award.
- E. Based on the aforementioned information, I determine that this procurement satisfies the requirements of COMAR 21.05.09.04B, and that a Contract in the amount of \$189,109.16 should be awarded to Beltway to deliver Two (2) 4x2 Cab & Chassis with 14' Stake Body vehicles.
- F. Since this procurement constitutes a procurement of motor vehicles for which MDOT MPA has an unlimited delegation of procurement authority from the Board of Public Works ("BPW"), pursuant to COMAR 21.02.01.04F(8), approval of the award by the Maryland Port Commission and the BPW are not required.

V. APPROVAL REQUIRED

COMAR 21.05.09.05 provides: "Before awarding or participating in an intergovernmental cooperative purchasing agreement, the procurement officer shall obtain the approval of the primary procurement unit head, and any other approvals as required under this title."

I request your approval, as unit head, to procure as described in this determination, subject to completion of all other requirements of procurement law, fund certification, execution and approval of the contract (including approval by the Office of the Attorney General for form and legal sufficiency), etc.


 Margie A. Koppelman
 Procurement Officer

6-7-21
 Date

APPROVED:


 William P. Doyle, Executive Director

6/8/2021
 Date