



## Finance

July 25, 2022

RE: Sourcing Efforts Memo – Bid No. 23-417 Portable Air Condition (A/C) Units

Mr. Richard Boyd,

Because the procurement process is constantly evolving and improving, the Purchasing Department has developed a new customer service feature. The Purchasing Department is now providing a summary of sourcing efforts to the internal client for Bid No. 23-17 Portable Air Condition Units.

The Purchasing Department's efforts include the following:

- 1) Bid No. 23-417 was posted to the DCSD website on June 16, 2022.
- 2) Bid No. 23-417 was posted to IonWave on June 16, 2022.
- 3) Bid No. 23-417 was advertised in the *Champion Newspaper* on June 16, 2022 and June 23, 2022.
- 4) Electronic notification sent to 36 vendors from the DCSD Vendor Bid List.
- 5) Electronic notification sent to 400 vendors through the State of GA Procurement Registry.
- 6) Electronic notification sent to 115 vendors through IonWave.

If you are aware of any additional sourcing engines, please let us know so we may include those in our process.

Three (3) bids were reviewed and deemed responsive to the requirements of the solicitation.

Please feel free to reach out to me at 678 676-0120 with any questions or concerns.

Regards,

*Carla L. Smith*

Carla L. Smith  
Executive Director, Vendor Services

CLS\lw

c: Mr. Bobby Moncrief