



Finance

November 9, 2021

RE: Sourcing Efforts Letter – Bid No. 22-497 Custodial Supplies

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. 22-497 Custodial Supplies.

The Purchasing Department's efforts include the following:

- 1) Bid No. 22-497 was posted to IonWave on September 16, 2021.
- 2) Bid No. 22-497 was advertised in the *Champion Newspaper* on September 16, 2021 and September 23, 2021.
- 3) Electronic notification sent to 67 vendors from the DCSD Vendor Bid List.
- 4) Electronic notification sent to 847 vendors through the State of GA Procurement Registry.
- 5) Electronic notification sent to 15 vendors through IonWave.

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

Twenty (20) bids were reviewed and 17 (seventeen) 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
Purchasing Manager

CLS\lw

c: Mr. Bobby Moncrief
Ms. Belinda Quillet