



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Watershed Management

Department Contact Person: Arre M. Kennedy

Telephone: 770 621-7289

Email: amkenney@dekalbcountyga.gov

Requisition Number: 16716002

Suggested Supplier: Ruby Collins

Estimated Amount of Purchase: \$ 342,150.00

Detailed Description of the Goods or Services to be purchased: 16" WM and valve replacement
Grout fill existing 16" main

Emergency (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: 10/6/16

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

See additional information.

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

See attachment for estimate - amount not to exceed.

Sole Source (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary.):

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

3. Explain the impact to the County or Public if this request is not approved.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name):

Scott A. Foster

Signature:

Scott A. Foster

Date: 10/5/2016

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Recommendation and Comments

Approved

Not Approved

Signature: _____, Director, Department of Purchasing and Contracting Date: _____

Print Form

(Additional information, attach pages if required):

The leak at the corner of Lavista Road and I-285 is causing ponding on the roadway which could cause a potential safety issue to the traveling public. DWM Operations & Maintenance staff is currently unable to keep up with the number and complexities of repairs. Therefore, DWM requested Ruby Collins to repair the water main. See attachment for cost proposal of an amount not to exceed.

APPROVED _____

DISAPPROVED _____



September 30, 2016

DeKalb County
Department of Watershed Management
1641 Roadhaven Drive
Stone Mountain, GA 30083
Attn: Arre Kennedy

RE: 16" Water Main Repair – LaVista Road

Mr. Kennedy,

We are pleased to provide a proposal for the above referenced work. We have reviewed the site and our pricing is based on the following scope:

Included in Scope:

- Mobilization
- Secure the work area
- Install Erosion Control
- Install Traffic Control
- Install Line Stops
- Remove and Replace Piping and Valve
- Grout fill abandon approx. 1500 lf of existing 16"
- Asphalt and concrete restoration
- Demobilization

Not Included in Scope:

- Permits or ROE's
- Notifications
- Valve Operation

The breakdown of our proposal for this work is attached. Please let us know if you have any questions.

Sincerely,
Ruby-Collins, Inc.



Scott N. Cline
President

cc: James Mark

16" Water Main Repair - LaVista Road

<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
Mobilization	1	LS	\$10,000.00	\$10,000.00
Traffic Control	1	LS	\$20,000.00	\$20,000.00
Line Stops	1	LS	\$38,500.00	\$38,500.00
Remove and Replace Pipe and Valves	1	LS	\$145,000.00	\$145,000.00
Grout Fill Pit	1	LS	\$5,000.00	\$5,000.00
Grout Fill Existing	1450	LF	\$39.00	\$56,550.00
Full Depth Paving (10")	1	LS	\$20,000.00	\$20,000.00
Mill and Overlay (1.5")	880	SY	\$45.00	\$39,600.00
Grassing and Restoration	1	LS	\$7,500.00	\$7,500.00

Total: \$342,150.00

16" Water Main Repairs LaVista Road

Work Plan

Safety

This work will take place in the road right of way, with the majority of the work in the travel lane. Worker safety will be the main priority while completing this work. Proper traffic control and the assistance of police officers will help maintain a safe work area. All excavation work will be in compliance with OSHA standards, with proper trench shoring and ingress/egress to the excavation.

Erosion Control

Silt fence will be installed around any excavations outside of paved areas. Inlet protection will be placed at catch basins as needed.

Traffic Control

We will utilize a certified traffic control subcontractor to setup and maintain traffic control per the MUTCD standards. We will work during the hours of 9:00 am to 5:00 pm, and will not impact traffic outside those work hours. A police officer will also be included with the traffic control.

Water Shut down

Dekalb County will handle any notification for water outages and will operate any of the mainline valves.

Excavation & Piping

Separate excavations will be required for each of the line stops as well as the piping work. The line stops will be installed a minimum of 40 lf from the piping excavation. Each excavation will be properly shored with trench boxes and will be covered with steel plates at night.

Grout Fill

Plug the existing 16" main at Lavista Road at I-285 and at Crescent Center Blvd. Grout fill abandon the existing pipe with a cellular grout.

Asphalt Restoration

The excavations will be backfilled with GAB and will be capped with 8" of DOT concrete. Once all work is complete the asphalt topping will be installed.

16" Water Main at LaVista Road - Schedule

<u>Day</u>	<u>Date</u>	<u>Description</u>
Monday	10/3/2016	Gather Materials and Equipment
Tuesday	10/4/2016	Mobilize / Saw Cut / Traffic Control
Wednesday	10/5/2016	Dig Insert-a-valve pit
Thursday	10/6/2016	Install Insert-a-valve
Friday	10/7/2016	Excavate and remove piping and valves
Saturday	10/8/2016	Install New Piping and Valve
Sunday	10/9/2016	No Work
Monday	10/10/2016	Backfill and Prep for Paving
Tuesday	10/11/2016	Dig Grouting pit
Wednesday	10/12/2016	Grout fill First Section
Thursday	10/13/2016	Mill and Pave
Friday	10/14/2016	Mill and Pave
Saturday	10/15/2016	No Work
Sunday	10/16/2016	No Work
Monday	10/17/2016	Dig additional grout fill pit
Tuesday	10/18/2016	Grout Fill Second Section
Wednesday	10/19/2016	Backfill and Cleanup
Thursday	10/20/2016	Backfill and Cleanup
Friday	10/21/2016	Demob

Creekmore, Crystal

From: Clark, Talisa R
Sent: Friday, October 14, 2016 1:38 PM
To: Towler, Scott A.
Cc: Williams, Zachary L.; Wells, Reginald D.; Tanner, Margaret E.
Subject: RE: Emergency Procurement - Ruby Collins
Attachments: Scanned from a Xerox Multifunction Device.pdf

Importance: High

Tracking:	Recipient	Read
	Towler, Scott A.	
	Williams, Zachary L.	Read: 10/14/2016 2:54 PM
	Wells, Reginald D.	
	Tanner, Margaret E.	

Scott,

I have reviewed the submitted CO and agenda item for On-call Emergency Sewer Line and Manhole Repairs. It does not contain a request to add the SOW for water main repairs. It only requested additional funding and performance time for the current SOW.

Please review the attached submitted CO from DWM and the agenda item already processed and submitted for the October 25, 2016 BOC meeting.

This emergency request is not covered under this contract. Please obtain the COO's approval of the emergency request and upon approval, P&C will prepare the ratification of it for BOC approval.

Thanks,



DeKalb County
GEORGIA

Talisa R Clark, MBA, CPPO | Interim Chief Procurement Officer
DeKalb County Government | Purchasing & Contracting Department
1300 Commerce Drive, 2nd Floor | Decatur, GA | 30030
Office: (404) 687-2797 | Cell: (404) 840-1344
trclark@dekalbcountyga.gov | www.dekalbcountyga.gov
Productivity, Accountability, Customer Service, Teamwork

From: Towler, Scott A.
Sent: Wednesday, October 05, 2016 6:27 PM
To: Clark, Talisa R
Cc: Williams, Zachary L.; Wells, Reginald D.; Tanner, Margaret E.
Subject: RE: Emergency Procurement - Ruby Collins

Talisa,

This is a priority emergency repair.

DWM has a current contract with this contractor. The current contract is for emergency sewer repairs. This change is intended to request a scope change to allow for water main repair. A change order for this contract should have been previously submitted (within the past week) to request additional funds as well as scope change to provide for water line repairs.

Scott A. Towler, P.E.

Director
DeKalb County Department of Watershed Management

1580 Roadhaven Drive
Stone Mountain, Georgia 30083
satowler@dekalbcountyga.gov

770-621-7234
678-428-0541
DeKalbCountyGA.gov



From: Clark, Talisa R
Sent: Tuesday, October 04, 2016 5:57 PM
To: Towler, Scott A.
Cc: Williams, Zachary L.
Subject: FW: Emergency Procurement - Ruby Collins
Importance: High

Scott,

Please see the attached emergency request submitted by your team today to P&C. I requested that two additional quotes be obtained and justification be provided to support the nature of the emergency, as the total expenditure is \$342,150.00. Your team has stated below that the contractor is already onsite doing the work, which came before submission and approval from P&C to proceed.

This is violation of the purchasing policy as it relates to emergency purchases, section VIII on page 21.

SECTION VIII EMERGENCY PURCHASE

The Director shall have the authority to purchase commodities and services where there exists an emergency constituting an imminent threat to public health or safety or the loss of an essential government service. Acquisitions shall be made using such competitive procedures as circumstances reasonably permit. Emergencies shall be documented by the user department and submitted to the Purchasing and Contracting Department. When a situation exists where time does not permit involvement of the Purchasing and Contracting Department, the Department Director is authorized to purchase necessary commodities or to make necessary repairs. For emergencies where cost exceeds the amount authorized to a using department, written documentation shall be prepared and submitted to the Purchasing and Contracting Department explaining the nature of the emergency. All emergencies where cost is in excess of \$100,000.00 require ratification by official action of the Governing Authority.

The explanation provided in the emergency request form indicates that DWM was initially conducting the repairs in-house and this could cause a potential safety issue. Also, DWM had time to obtain a quote from one vendor, so why not two more?

Please provide a response to support why this action was taken prior to P&C approval and reasons for not obtaining 2 additional quotes.

Thanks,



DeKalb County
GEORGIA



Talisa R Clark, MBA, CPPO | Interim Chief Procurement Officer
DeKalb County Government | Purchasing & Contracting Department
1300 Commerce Drive, 2nd Floor | Decatur, GA | 30030
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trclark@dekalbcountyga.gov | www.dekalbcountyga.gov

Productivity, Accountability, Customer Service, Teamwork

From: Sams, Warrick
Sent: Tuesday, October 04, 2016 3:19 PM
To: Clark, Talisa R
Subject: RE: Emergency Procurement - Ruby Collins

Talisa,

I just spoke with Cassandra and she indicated that the contractor is working.

Thanks,



Warrick L. Sams, CPPO | Procurement Deputy Director
DeKalb County Government | Purchasing & Contracting Department
1300 Commerce Drive, 2nd Floor | Decatur, GA | 30030
Office: (404) 371-6330 | Cell: (678) 472-8507
wsams@dekalbcountyga.gov | www.dekalbcountyga.gov

From: Clark, Talisa R
Sent: Tuesday, October 04, 2016 3:09 PM
To: Sams, Warrick
Subject: Fwd: Emergency Procurement - Ruby Collins

FYI

Sent on a Sprint Samsung Galaxy Note® 3

----- Original message -----

From: "Clark, Talisa R" <trclark@dekalbcountyga.gov>
Date: 10/04/2016 1:27 PM (GMT-05:00)

To: "Kennedy, Arre M." <amkennedy@dekalbcountyga.gov>
Subject: RE: Emergency Procurement - Ruby Collins

Arre,

How did Ruby Collins provide a quote? If they had time to provide a quote not two others?

Please provide justification as to why no time allows for additional quotes.

Thanks,

From: Kennedy, Arre M.
Sent: Tuesday, October 04, 2016 1:19 PM
To: Clark, Talisa R
Subject: RE: Emergency Procurement - Ruby Collins

We don't have time for this???

Sent via the Samsung Galaxy S@6 active, an AT&T 4G LTE smartphone

----- Original message -----

From: "Clark, Talisa R" <trclark@dekalbcountyga.gov>

Date: 10/4/2016 1:05 PM (GMT-05:00)

To: "Marshall, Cassandra M." <cmmarshall@dekalbcountyga.gov>

Cc: "Sams, Warrick" <wsams@dekalbcountyga.gov>, "Kennedy, Arre M." <amkennedy@dekalbcountyga.gov>

Subject: RE: Emergency Procurement - Ruby Collins

Cassandra,

Warrick's team will handle.

Please make sure that two additional quotes are obtained.

Thanks,

From: Marshall, Cassandra M.
Sent: Tuesday, October 04, 2016 12:42 PM
To: Clark, Talisa R
Cc: Sams, Warrick; Kennedy, Arre M.
Subject: Emergency Procurement - Ruby Collins

See attachment.

Thanks,



Cassandra Marshall | Interim CIP Program Administrator

DeKalb County Department of Watershed Management

1580 Roadhaven Drive, Stone Mountain, GA 30083

770.724.1450 (Office) | 678.614.9090 (Mobile)

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