



Department of Purchasing and Contracting

INSTRUCTIONS FOR NON-COMPETITIVE PURCHASE REQUESTS

The Competitive Bidding Process is the preferred method of purchasing good or services. A waiver of this process must be requested on a case by case basis by completing a Non-Competitive Purchase Request Form in its entirety.

The form must be signed by Department Director of the User Department and submitted to the Director of the Department of Purchasing and Contracting by attachment to the requisition in Oracle.

Justification for the waiver must be provided on the request form. Additional pages may be attached if necessary.

Non-Competitive Purchase Requisitions must have a market/price reasonableness determination.

Emergency Purchase Request

An Emergency Purchase Request is to be used when a User Department seeks goods or services due to an unexpected and urgent request where health and safety or the conservation of public resources is at risk. The request must be completed regardless of the time of the emergency occurrence or dollar amount of the requisition, and must include an explanation as to why the emergency cannot be responded to using the competitive process. Expiration of funds, administrative delay or expiration of a contract or quote is not acceptable criteria for an Emergency Non-Competitive Purchase.

An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances. **Poor planning or the pending expiration of funds does not constitute a valid justification for an emergency purchase.**

Sole Source Purchase Request

A Sole Source Purchase Request is to be used when a User Department seeks goods or services from the only qualified vendor or supplier that possesses the unique ability or available capacity to provide the requested goods or services. A vendor may be a sole source when the procurement involves proprietary technology, copyright, or patented information, goods or services. Additional justification for a Sole Source Purchase Request may include the requirement to match piece of existing equipment available only from the same source of original equipment or authorized dealer or an upgrade to existing software only available from the producer of the software;

A Sole Source Public Notice Form shall be posted on the County's website for five (5) business days and the results shall be attached to this Sole Source Purchase Request.



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Roads and Drainage
Department Contact Person: Felicia Collins Telephone: 404-297-4450
Email: fcollins@dekalbcountyga.gov

Requisition Number: 3018267 Suggested Supplier: Arborserv
Estimated Amount of Purchase: \$ 225,150.00
Detailed Description of the Goods or Services to be purchased: Tropical Storm Helene emergency services for tree pick and removal

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

1. Date and Time of Emergency Occurrence: 09-26-2024 Tropical Storm Helene

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

Emergency Tree Pick and Removal

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

Invoice received for various date and various location of service.P

☐ **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) Peggy Allen Signature: [Signature] Date: 11/12/24

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

Procurement Agent (Typed/Printed Name) Tina L. Richardson Signature: Tina L. Richardson Digitally signed by Tina L. Richardson
Date: 2024.12.18 16:38:56 -0500 Date: 12/18/24

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: Crystal Creekmore Digitally signed by Crystal Creekmore
Date: 2025.01.13 19:03:05 -0500 Date: 1/13/25

☐ Approved ☐ Not Approved

Signature: _____, Director, Department of Purchasing and Contracting Date: _____
P&C Rev. 12/13/2018

Print Form

(Additional information, attach pages if required):

HELEN E



ARBORSERV
2290 S Stone Mountain Lithonia Rd
Lithonia, GA 30058
(770)484-5626
arborserv@yahoo.com

BILL TO
DeKalb County; Roads
DeKalb County
Roads & Drainage

INVOICE DC-2023-2935

DATE 11/06/2024 TERMS Net 30

DUE DATE 12/06/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/27/2024	Dekalb Crew	4 Crews	48	475.00	22,800.00
09/28/2024	Dekalb Crew	4 Crews	48	475.00	22,800.00
09/29/2024	Dekalb Crew	4 Crews	48	475.00	22,800.00
09/30/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/01/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/02/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/03/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/04/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/05/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/06/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/07/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/08/2024	Dekalb Crew	3 Crews	30	475.00	14,250.00
10/09/2024	Dekalb Crew	2 Crews	20	475.00	9,500.00
10/10/2024	Dekalb Crew	2 Crews	20	475.00	9,500.00
10/11/2024	Dekalb Crew	2 Crews	20	475.00	9,500.00

09/27/2024-09/29/2024 (4) Crews x 48hr (12hr each) x \$475.00
09/30/2024-10/8/2024 (3) Crews x 30hr (10hr each) x \$475.00
10/09/2024-10/11/2024 (2) Crews x 20hr (10hr each) x \$475.00

TOTAL DUE \$225,150.00

As agreed on Service Proposal, a 10% late charge will be assessed on accounts with balances over 30-days. An additional 1.5% late charge will be added each additional 30 days the balance remains unpaid. There will be a \$30 charge for any return checks and a 2% charge for processing of a credit or debit card payment.

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NOTES TO THE CHIEF PROCUREMENT OFFICER

NAME OF PROJECT	ArborServ Inc. – Tree Removal Service
PURCHASING AGENT	Tina L. Richardson
USER DEPARTMENT	PW- Roads and Drainage
FUNDING SOURCE	Special Hurricane Helene Account
	<ol style="list-style-type: none">1. Emergency occurred on September 26, 2024.2. The request was received by P&C on November 27, 2024.3. One (1) quote was provided to P&C in the lump sum amount of \$225,150.00 from ArborServ Inc.<ol style="list-style-type: none">a) The provided quote includes:<ol style="list-style-type: none">i. Services for dates September 27 – October 11, 2024.ii. Total hours worked of 474.iii. Hourly rate of \$475.00b) P&C assisted with contacting tree removal vendors.c) ArborServ, Inc. was selected based on pricing, availability, and the number of available crews.d) The pricing of \$475 per hour was determined to be fair and reasonable, as it was comparable to other quotes received from vendors.4. Current Contract Status:<ol style="list-style-type: none">a) There is no active contract on file with ArborServ Inc.b) There are active contracts for tree removal services with other companies. The decision was made to supplement current tree removal contractors with additional crews. Contracted vendors were not sufficient for hurricane

	<p>response, requiring additional help from ArborServ.</p> <p>c) Total amount spent within the last 12 months with ArborServ Inc. is \$3,270.00</p> <p>5. I have reviewed the request and have the following comments:</p> <p>a) Roads were blocked, preventing emergency vehicles from accessing affected areas. With R&D acting as first responders, the response to Hurricane Helene was urgent, as tree removal services were required to clear these blocked roads, ensuring emergency access and safeguarding public health and safety.</p> <p>b) Specific services provided include tree removal and clearing of blocked roads. Detailed hours of work completed and the number of crews are outlined in the attached invoice.</p> <p>c) Due to Georgia's state of emergency, the purchase was pre-approved by the COO. It was necessary to bypass the standard procurement process to avoid further risks and delays during the disaster.</p> <p>d) At the request of the COO, P&C Procurement Managers assisted with contacting potential vendors, and ArborServ was selected due to its availability, pricing, and capacity to deploy multiple crews immediately, supplementing existing contractors.</p> <p>e) The contracted vendors were unable to provide enough resources to handle the scale of the hurricane response, making it necessary to seek additional crews from ArborServ to meet the urgent demand</p> <p>f) The \$475 per hour rate charged by ArborServ was comparable to other vendors' quotes, ensuring that the price was competitive and reasonable given the emergency circumstances.</p>
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RECOMMENDATION	Recommend to approve the emergency purchase request to address the urgent need for immediate action in clearing blocked roads and ensuring emergency access during the state of emergency.
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