



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Facilities Management
 Department Contact Person: Josh Padgett Telephone: 470 522-3019
 Email: rpadgett@dekalbcountyga.gov

Requisition Number: 748048 Suggested Supplier: Bell Restoration/ServePro
 Estimated Amount of Purchase: 102223.00
 Detailed Description of the Goods or Services to be purchased: Emergency repair for mold remediation at the Medical Examiners Office

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

1. Date and Time of Emergency Occurrence: October 19th 2017

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:
Extreme case of mold growth throughout entire laboratory. Significant health risks to employees.

See attached.

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

See Attachment

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) Clyde Stovall Signature: [Signature] Date: 3/1/18

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

Procurement Agent (Typed/Printed Name) Brenda H. Redus Signature: [Signature] Date: 3/1/2018

Procurement Manager (Typed/Printed Name) C. Horner Signature: [Signature] Date: 3/1/18

Approved Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 3/1/18

P&C Rev. 9/21/2017

Print Form

C Horner AI - 2018-1790 to be completed upon receipt of CO requests from UOs.

There was an extreme case of mold growth throughout the laboratory that posed significant health risks to the staff and other occupants. A PO (1089992) was originally issued to our "on contract" vendor Bell Restoration/ServePro, but was cancelled during the repairs for reasons unknown to me. I found out when the invoice was submitted to me and I went to approve release of payment. During the time from the cancellation of my original PO and the time to complete the repairs, the contract was still being actively used and funds were encumbered by Watershed. The new requisition has been held up because of this issue, but I need to release payment to the vendor for services provided as quickly as possible.

Josh Padgett

Construction Project Manager

DeKalb County Facilities Management



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Agenda Item

File #: 2018-1790
File Status: Draft

4/10/2018

Purchasing Type: Choose an item.

Public Hearing: YES NO

Department: Purchasing & Contracting

AGENDA ITEM:

Commission District(s): All

CO - Disaster Recovery & Sewage Cleaning Services (Annual Contract with 2 Options to Renew): Contract No. 1048832: for use by the Departments of Watershed Management (DWM) and Facilities Management (FM). This contract consists of disaster recovery cleaning and supplementary services for repairs. This request is for additional funding and ratification of PO 1097604. Awarded to Bell Restoration Services Inc., dba Servpro of Stone Mountain/Clarkston. Amount Not To Exceed: \$ _____.

Information Contact: Talisa Clark, CPPO

Phone Number: (404) 687-2797

PURPOSE:

Awarded by the BOC on January 24, 2017 for an amount not to exceed \$350,000.00. On November 14, 2018, the BOC approved the 1st renewal option for an amount not to exceed \$665,000.00. This contract consists of providing disaster recovery cleaning and supplementary services for repairs to heating, ventilation, air conditioning and plumbing systems affected by water and sewer spills. Due to greater than anticipated needs for clean ups due to water/sewer spills and more extensive mold remediation of County buildings that was estimated, the contract funds are almost depleted as the County proceeds. PO 1089992 was issued to obtain mold remediation services for the Medical Examiner's Office and the PO was subsequently closed without use. The remediation was completed and when processing payment, FM discovered that the PO had been closed. There is no longer enough funds on the contract to pay the outstanding invoice. Emergency PO 1097604 was issued to pay for services rendered under the closed PO.

RECOMMENDATION:

Recommend approval of Change Order No. 1 to increase the contract amount with:

Bell Restoration Services, Inc., dba Servpro of Stone Mountain/Clarkston, 1569 Stone Ridge Drive, Stone Mountain, GA 30083

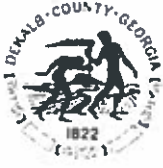
Amount Not To Exceed: \$ _____

ADDITIONAL INFORMATION:

1. LSBE Participation: 20%

-
- | | |
|------------------------------|------------------------------------|
| 2. Contract Effective Date: | January 24, 2017 |
| 3. Contract Expiration Date: | January 31, 2019 |
| 4. Amount Spent To Date: | \$ _____ |
| 5. Funding: | General - Operating (FM) and (DWM) |

Standard Purchase Order 1089992. 0



DeKalb County
Department of Purchasing & Contracting
The Maloof Centre, Second Floor
1300 Commerce Drive
Decatur, Georgia 30030
Phone: (404)371-7051

Type	Standard Purchase Order
Order	1089992
Revision	0
Order Date	12-DEC-2017
Created By	Horner, Cathryn
Revision Date	
Current Buyer	

Supplier: BELL RESTORATION SERVICES INC
D/B/A SERVPRO OF STONE
MOUNTAIN/ CLARKSTON
1569 STONE RIDGE DRIVE
STONE MOUNTAIN, GA 30083

Ship To: Facilities Management
4380 Memorial Drive
Decatur, GA 30032

Invoice To: DeKalb County Finance Department
1300 Commerce Drive
Decatur, GA 30030

Supplier No	Payment Terms	FOB	Freight Terms	Ship Via
176094	Net 30	Destination	Prepaid & Allowed	BEST SHIPPING METHOD
Confirm To/Telephone			Requester/Deliver To	
			Fair, Cheri	

Line	Part Number / Description	Due Date	Quantity	UOM	Unit Price (USD)	Amount (USD)
1	ServPro (Bell Restoration) - Medical Examiners Office Repair - Josh Padgett	27-DEC-2017				104,039.00
This line references Contract Agreement 1048832						
Ship To: Use the ship-to address at the top of page 1						
Deliver To: Fair, Cheri (104039)						
						Total: 104,039.00 (USD)
Authorized By						<i>Cheri Clark</i>

Cancelled PO

1/29/2018

Dekalb Facilities
Josh Padgett
PO # 1085483
Dekalb Medical Examiner's
Office

Dekalb Medical Examiner's
Office
3550 Kensington Road
Decatur, GA 30030

INVOICE #
5177123

Bell Restoration Services, Inc. Servpro of Stone Mountain/Clarkston 1569 Stone Ridge Drive Stone Mountain, GA 30083 770-448-5782/ FEI# 27-1056685

1/29/2018		

Income from water commercial IHC. PO # 1089992
Sales Tax

102,223.00
0.00

\$102,223.00

770-982-8339

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