



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.

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: Department of Watershe
Department Contact Person: Ozell Hayes III Telephone: 404 769-3463
Email: ohayes@dekalbcountyga.gov

Requisition Number: 961128 Suggested Supplier: Force Security, Inc.
Estimated Amount of Purchase: \$ 251,100.00
Detailed Description of the Goods or Services to be purchased: To supply adequate security to DWM plants and facilities

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

1. Date and Time of Emergency Occurrence: 3/7/22 1 3:00 p.m.

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

Watershed is vulnerable to a variety of attacks, including contamination with deadly agents; physical attacks, such as the release of toxic gaseous chemicals. If these attacks were to occur, the result could be large numbers of illnesses or casualties, posing a risk to residents.

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

\$218,000 for 120 days

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):

[Empty dashed box for explanation]

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.

[Empty dashed box for explanation]

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

[Empty dashed box for explanation]

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) David E. Hayes Signature: David Hayes Date: 04/22/2

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

Procurement Agent (Typed/Printed Name) Sharice Feagins-Bail Signature: Sharice Feagins-Bail Date: _____

Procurement Manager (Typed/Printed Name) Angel Frazier Signature: Angel Frazier Date: _____

Approved Not Approved

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

(Additional information, attach pages if required):

NOTES TO THE CHIEF PROCUREMENT OFFICER

NAME OF PROJECT	Requisition 961128 for Force Security, dba Force, Inc. to supply security guards at DWM plants and facilities.
PURCHASING AGENT	Sharice Feagins-Bailey
USER DEPARTMENT	Department of Watershed Management (DWM)
FUNDING SOURCE	Enterprise – 511 Fund
NOTES	<ol style="list-style-type: none"> 1. The emergency occurred on 3/7/2022. 2. The request was received by P&C on 4/22/2022. 3. Two proposals were provided to P&C. 4. There is a contract on file for CPA 1169300 for Uniformed Security Guard Services with All-N-One Security for Police Services. DWM owns part of this contract. 5. An emergency purchase order 1278917 was issued on January 20, 2022, in the amount of \$36,000.00. 6. The total amount spent to date with Force, Inc., is \$36,000.00. 7. I have reviewed the request and have the following comments: <ol style="list-style-type: none"> a. Funds are to provide additional security guards for various DWM facilities. b. DWM states not providing the security guard poses a threat to anyone being able to access these facilities. c. DWM wants to make sure the locations are fully staff to ensure property safety measures. d. DWM current third-party security contractor "All-N-One Security"

	<p>cannot fully staff the contract as outlined due to budget constraints and candidate availability.</p> <ul style="list-style-type: none"> e. Funds are available on contract, however DWM cannot use those funds. f. This poses a risk to DWM operations as well as the water supply and sewer services to the public. g. DWM is vulnerable to a variety of attacks, including contamination with deadly agents; physical attacks, such as the release of toxic gaseous chemicals. h. If the attacks were to occur, the result could be large number of illnesses or casualties, posing a risk to residents. i. This is to exercise the second emergency request.
<p>RECOMMENDATION</p>	<p>My recommendation is:</p> <ol style="list-style-type: none"> 1. To approve this emergency request. 2. Approval is needed to prevent any future threats to DeKalb’s County facilities, water supply, and sewer services to the public.

Force Security, Inc. dba Force Inc.



Proposal to Provide Emergency Security Services

Corporate Office

1916 Washington Road
East Point, GA 30344

Mailing Address

PO Box 50068
Atlanta, GA 30302-0068

Phone: (678) 646-3103
www.forcesecurityinc.com

NAICS Code: 561612

SIN: 246-54

DUNS: 131032562

TIN: 58-2488888

Cage Code: 3BCX5

Georgia License #PSC001602

**Minority/Black Owned Small Business
(Certified by City of Atlanta and DeKalb County)**

Point of Contact:

Tony Robinson, President & CEO
(770) 318-3366
trobinson@forcesecurityinc.com

Cost Proposal – Scott Candler Filter Plant

Our rates are fully loaded and include applicable payroll taxes, workers' compensation, and general liability insurance. The rate also includes gas, maintenance, and all other expenses related to the patrol vehicle. Holidays are billed at 125% of the cost per hour.

Service	Hourly rate	120-day rate
(1) Unarmed guard with mobile patrol, 24 hours per day, 7 days per week for 120 days.	\$ 40	\$ 115,200

Company History & Background

Force Security, Inc. dba Force, Inc. was started in Atlanta, Georgia in 1998. We are a minority owned security guard and patrol firm. Our executive team has over 50+ years of combined management experience in the private and government sectors delivering superior services to some of the following industries: governmental agencies, public and mental health, retail, restaurants, and apartment complexes. We deliver confidence that resides in the assurance that Force, Inc. will consistently exceed the requirements of this contract. Our Management Team has broad based experience consistently and successfully delivering security and other security related support services to some of the following organizations: Airport West Community Improvement Districts (AWCIDs), Aldi, DFCS, Fulton County, Zaxby's, Popeye's, and AFC Enterprises. We provide quality performance that can only be achieved through effective planning, execution and proper controls. This total quality approach forms the backbone of Force, Inc.

We are certified and licensed by the State of Georgia as a private security agency.

Our firm has extensive experience providing disposition recovery services for GBI as well as additional services related to private security. Our firm is committed to providing superior customer service and we pride ourselves on paying attention to details.

Our management team and employees have extensive backgrounds in law enforcement including P.O.S.T. certification and professional experience as criminal investigators.

Services Offered

Over the last fifteen years, Force Inc. has experienced tremendous growth by providing quality, cutting-edge, and comprehensive services including but not limited to the following.

- Armed and Unarmed Guard Service
- Disposition Recovery
- Background Investigations
- Criminal and Civil Investigations
- Locating Witnesses/Persons
- Record Searches
- Interviewing and Process Service
- Criminal background checks
- Corporate and Executive Protection
- Personal Protection
- Celebrity & VIP Protection
- Safety Seminars and Training
- Law Enforcement Curriculum Development

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(Certified by City of Atlanta and DeKalb County)**

Point of Contact:

Tony Robinson, President & CEO
(770) 318-3366
trobenson@forcesecurityinc.com

Cost Proposal – Flakes Mill Road & Roadhaven

Our rates are fully loaded and include applicable payroll taxes, workers’ compensation, and general liability insurance. The rate also includes gas, maintenance, and all other expenses related to the patrol vehicle. Holidays are billed at 125% of the cost per hour.

Service	Hourly rate	120-day rate
(1) Unarmed guard with mobile patrol, 24 hours per day, 7 days per week for 120 days. Roadhaven	\$40	\$115,200
(2) Unarmed guard, 10AM-6PM, Monday through Friday, 40 hours per week for 120 days. Flakes Mill Rd	\$30	\$20,700

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