



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: PW - Sanitation
Department Contact Person: Tina Phan Telephone: 404-294-2708
Email: tphan@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: American Fueling System
Estimated Amount of Purchase: \$ 1,000,000.00
Detailed Description of the Goods or Services to be purchased: AFS provides compressed natural gas (CNG) fuel station to be consumed by the Sanitation CNG Trucks, including completing and filing of sales tax reports for all Sanitation's CNG stations.

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

1. Date and Time of Emergency Occurrence: _____

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

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

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):

See below 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.

No

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

Sanitation would have to re-direct its CNG trucks to the 2nd CNG fuel station in Ellenwood, GA, which is approximately 70 minutes driving distance from Sanitation's facilities. This approach is inconvenient and not cost effective for the Sanitation.

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) Tracy A. Hutchinson

Signature:

Date: _____

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

Procurement Agent (Typed/Printed Name) Kehinde Bodunrin

Signature: Kehinde Bodunrin

Date: 5/12/23

Procurement Manager (Typed/Printed Name) Phyllis A. Head

Signature: Phyllis A. Head

Digitally signed by Phyllis A. Head
Date: 2023.06.14 11:32:46 -0400

Date: _____

Approved Not Approved

Procurement Manager Signature: Zachary L. Williams, COO

Date: _____

(Additional information, attach pages if required):

AFS provides compressed natural gas (CNG) fuel station to be consumed by the Sanitation CNG Trucks. This CNG fuel station is located at 4420 Buford Hwy., Chamblee, GA. It is the only CNG fuel station within the 2 miles radius from Sanitation's facilities.
In addition, AFS also provides monthly tax services on behalf of DeKalb County Sanitation Division, including preparation of tax filings with Georgia Department of Revenue and Internal Revenue Service; Federal and State Excise Tax returns.

Fixed CNG fuel price: \$2.411/gallon; Monthly CNG fuel consumption is approximately 33,000 gallons (\$79,563 x 12 months = \$954,756.00)
Monthly tax services: \$2,340.00/month x 12 months = \$28,080.00



April 14, 2023

VIA ELECTRONIC MAIL

Tina T. Phan
Administrative Coordinator – DeKalb County Government
Public Works Department – Sanitation Division
DeKalb County Government
Maloo Administration Building
1300 Commerce Drive, 2nd Floor
Decatur, GA 30030

Re: Sole Source Provider of CNG and Tax Services

Dear Ms. Phan,

American Fueling Systems, LLC and AFS DeKalb Georgia, LLC (AFS) truly appreciate your business and want nothing more than to continue offering outstanding product and services to DeKalb County Sanitation. Over the years, our business partnership has been extremely successful, and we look forward to continuing to provide compressed natural gas (CNG) to DeKalb County Sanitation.

Pursuant to your request, AFS is submitting the following pricing for product and services to be provided, effective July 1, 2023-June 30, 2024:

1. CNG Purchases: The fixed per gallon price for CNG of \$2.411 per gas gallon equivalent or GGE. The price referenced does not include any state or federal taxes required to be paid by the County. The requested increase will be effective July 1, 2023 and relates only to purchases of CNG at our fueling facility located at 4420 Buford Highway, Chamblee, GA.
2. Tax Services: Monthly price of \$2,340.00 for providing tax services, which includes preparation of tax filings with Georgia Department of Revenue and Internal Revenue Service. Based on services performed on behalf of DeKalb County Sanitation for past five years, this service includes the preparation of Federal Excise Tax returns, State Excise Tax returns and State Sales Tax returns for DeKalb County and any support services related to above-referenced returns.

The pricing for CNG purchases is based on the anticipated volatility in the cost of the primary raw material, natural gas, and other utilities used at the station. Also, there have been dramatic increases in both the cost of personnel and repair and maintenance of the station. The pricing of tax services is the first increase since the ITB from 2017 and accounts for the increased cost of personnel and general office management.

If you have any questions, do not hesitate to contact me. The most effective way to reach me is via email at ecrockett@woodvale.com or my mobile at 404-906-6269. AFS remains committed to delivering outstanding quality and exceptional service to DeKalb County and thanks you for your continued support.

Sincerely,



Elizabeth Crockett

Vice President-Operations

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: Provide compressed natural gas (CNG) fuel station to be consumed by the Sanitation CNG trucks.

Demonstration of Contractor’s Unique Qualifications: American Fueling Systems, LLC and AFS DeKalb Georgia, LLC (AFS) is the only CNG fuel station within 2 miles radius from Sanitation’s facilities. AFS also provides monthly tax services on behalf of DeKalb County Sanitation Division, including preparation of tax filings with Georgia Department of Revenue and Internal Revenue Services, Federal and State Excise Tax returns.

Section B – To Be Completed by the Department of Purchasing and Contracting

Market Survey Results

Date Public Notice posted on website: May 18, 2023

Date Public Notice closed: May 25, 2023

Review of Offers

Were any offers received (Yes/No): Yes

Number of offers received: One (1)

Responders: Clean Energy

Purchasing Agent review and recommendation: Clean Energy fueling stations to DeKalb County Sanitation facilities are not within reasonable distance (average of 18 miles) that would be convenient and cost effective for the County when compared with American Fueling Systems, LLC and AFS DeKalb Georgia, LLC (AFS) which is only within 2 miles radius from Sanitation’s facilities.

AFS also provides tax filing services which Clean Energy does not provide.

Recommend AFS sole source to ensure continuity of providing compressed natural gas (CNG) fuel station to be consumed by the Sanitation CNG trucks. Clean Energy did not fulfill the unique qualifications that made AFS sole source.

Kehinde Bodunrin

6/14/2023

Agent Signature

Date

Phyllis A. Head

Digitally signed by Phyllis A. Head
Date: 2023.06.14 11:35:52 -04'00'

Procurement Manager Signature

Date

From: [Gina Crogan](#)
To: [Bodunrin, Kehinde](#); [Reagan Noll](#)
Cc: [Head, Phyllis](#); [Butler, Michelle N.](#)
Subject: RE: CLEAN ENERGY RESPONSE - Dekalb Rqst for CNG Station Services
Date: Tuesday, June 13, 2023 3:40:13 PM

Good afternoon, Kehinde,

We have two Clean Energy locations (distance can differ based on route):

- College Park, 4555 Edison Dr, College Park, GA. Distance from Leroy Scott Approx: 20 Miles. Distance from Ellenwood: 17.8 Miles
- Mansfield, 2765 Woodwin Rd, Doraville, GA. Distance from Leroy Scott: 11.4 Miles. Distance from Ellenwood: 23.3 Miles

Here is a map of the above: https://www.google.com/maps/d/edit?mid=1j8GMPmh6-9AXumuP04at6mKE_3Xg5uU&usp=sharing

To get more clarity on your second question related to tax, are you asking if Clean Energy can do tax preparation for the entire sanitation or just related to the fuel taxes part of it? Currently, we do not provide tax prep services.

Thank you,

Gina Crogan
781.752.6146

From: Bodunrin, Kehinde <kbodunrin@dekalbcountyga.gov>
Sent: Monday, June 12, 2023 10:58 AM
To: Reagan Noll <Reagan.Noll@cleanenergyfuels.com>
Cc: Gina Crogan <Gina.Crogan@cleanenergyfuels.com>; Head, Phyllis <phead@dekalbcountyga.gov>; Butler, Michelle N. <mnbutler@dekalbcountyga.gov>
Subject: RE: CLEAN ENERGY RESPONSE - Dekalb Rqst for CNG Station Services

This Message Is From an External Sender

This message came from outside your organization.

Good morning, Reagan,

Thank you for responding to the Public Notice of Proposed Award of Sole Source Procurement advertised on May 18, 2023.

Could you please provide answers to the questions below.

- What is the distance of Clean Energy's closest fueling station to DeKalb County Sanitation facilities?
- Does Clean Energy have capability of providing monthly tax services on behalf of DeKalb County Sanitation Division, including preparing tax filings with Georgia Department of Revenue and Internal Revenue Services, Federal and State Excise Tax returns?

Thank you,

Kehinde Bodunrin | Procurement Agent | Team B

DeKalb County Government | Purchasing & Contracting Department

1300 Commerce Drive, 2nd Floor | Decatur, GA | 30030

Office: (404) 371-6330

kbodunrin@dekalbcountyga.gov | www.dekalbcountyga.gov

Productivity, Accountability, Customer Service, Teamwork



From: Reagan Noll <Reagan.Noll@cleanenergyfuels.com>

Sent: Thursday, May 25, 2023 2:54 PM

To: Bodunrin, Kehinde <kbodunrin@dekalbcountyga.gov>

Cc: Gina Crogan <Gina.Crogan@cleanenergyfuels.com>

Subject: CLEAN ENERGY RESPONSE - Dekalb Rqst for CNG Station Services

Good Afternoon Kehinde –

Regarding Dekalb County's Sole Source Ad, Clean Energy is able to provide CNG station support services for your CNG stations.

If you have any further questions please reach out to myself or Gina Crogan.

RN

Reagan Noll

Clean Energy

214.876.0588

reagan.noll@cleanenergyfuels.com

Confidentiality Notice: The contents of this e-mail and any attachments to it may contain privileged and confidential information from Clean Energy or its affiliates. This information is only for the viewing or use of the intended recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of, or the taking of any action in reliance upon, the information contained in this e-mail, or any of the attachments to this e-mail, is strictly prohibited. If you have received this e-mail in error, please immediately notify the sender by replying to this message and delete it from your system.