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: Watershed Mangement
Department Contact Person: Brian D. Robinson Telephone: 404
Email: bdrobinson@dekalbcountyga.gov

Requisition Number: 918733 Suggested Supplier: Bell Restoration Service
Estimated Amount of Purchase: $ 95,000.00
Detailed Description of the Goods or Services to be purchased: Water/Sewer Restoration Services

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

1. Date and Time of Emergency Occurrence: on call emergency s
2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

   This request is for remediation services for sewer backups and water main breaks that happens due to malfunctions in the county's aging systems. Standing water as well as sewage is a public health risk as it has bacteria and viruses that can be deadly to humans.

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

   Invoices attached to requisition

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

1. Provide and 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) Reginald Wells Signature: Reginald Wells Digitally signed by Reginald Wells Date: 2021.04.21 13:57:00 -04'00' Date: 04/21/2

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

Procurement Agent (Typed/Printed Name) Sharice Feagins-Bai Signature: Sharice Feagins-Bailey Digitally signed by Sharice Feagins-Bailey Date: 2021.04.29 10:53:11 -04'00' Date: 04/29/20

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: Crystal Creekmore Digitally signed by Crystal Creekmore Date: 2021.04.29 11:06:34 -04'00' Date: 04/29/20

☑ Approved ☐ Not Approved

Signature: Cathryn Horner Digitally signed by Cathryn Horner Date: 2021.04.29 11:47:10 -04'00', Director, Department of Purchasing and Contracting Date: 4/29/21

P&C Rev. 9/21/2017

Print Form

(Additional information, attach pages if required):