



# Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

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

Requisition Number: TBD Suggested Supplier: Brown Management Svcs  
Estimated Amount of Purchase: \$ 118,500.00  
Detailed Description of the Goods or Services to be purchased: Odor mitigation at Seminole Road Landfill

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

1. Date and Time of Emergency Occurrence: 5/11/23

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

Installation of temporary and permanent vegetative cover for soil stabilization for odor mitigation at the Seminole Road Landfill, 30 acres @ \$3950 per acre. Sanitation is responding to the community concerns and taking immediate action to address the issues.

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

See attached price quote.

**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) Tracy A. Hutchinson Signature: [Signature] Date: 5/12/23

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

Procurement Agent (Typed/Printed Name) Tynia Inu-Umoru Signature: [Signature] Date: May 16, 2023

Procurement Manager (Typed/Printed Name) Phyllis A. Head Signature: \_\_\_\_\_ Date: May 16, 2023

Approved  Not Approved

Procurement Manger Signature \_\_\_\_\_ COO, Zachary L. Williams \_\_\_\_\_ Date: May 16, 2023  
P&C Rev. 12/13/2018

**Print Form**

(Additional information, attach pages if required):

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

Installation of temporary and permanent vegetative cover for soil stabilization for odor mitigation at the Seminole Road Landfill, 30 acres @ \$3950 per acre.  
Sanitation is responding to the community concerns and taking immediate action to address the issues.



1129 Brett Dr. Suite C  
Conyers, GA 30094  
770-785-3916 office  
770-785-3918 fax

NC PR  
\* Emergency\*

May 11, 2023

Dekalb County  
Public Works Dept. - Sanitation Division  
Att: Tracy Hutchinson  
4203 Cleveмонт Road  
Ellenwood, GA 30294

Odor Mitigation  
Seminole Road Landfill  
30 Acres  
@ \$3,950  
per  
acre

**Subject: Proposal for Installation of Temporary and Permanent Vegetative Cover for Soil Stabilization for DeKalb County – Public Works Dept. - Sanitation Division**

Ms. Tracy Hutchinson,

BMS Enterprises, Inc. is pleased to submit this proposal for installation of temporary and permanent vegetative cover services at Seminole Road Landfill for DeKalb County – Public Works Dept. - Sanitation Division

Our Scope of Work/Services consist of:

Furnishing all mobilization and demobilization, delivery of materials, labor, equipment, and material required to place temporary and permanent vegetative cover for soil stabilization which consist of seeds, commercial fertilizer, agricultural limestone, and wheat straw material, also including seedbed preparation, harrowing, compacting, and other placement operations on graded earthen areas and bare areas. The work shall include temporary seeds such as ryegrass and brown top millet grass and permanent seeds such as Kentucky 31 Tall Fescue and Bermuda grass to stabilize earthen surfaces.

Fertilizer and liming materials shall be spread evenly over the seedbed and shall be lightly harrowed, raked, or otherwise incorporated into the soil for a depth of 1 inch. Seeds shall be uniformly sown by any approved mechanical method to suit the slope and size of the areas to be seeded, preferably with a broadcast type seeder.

All seeded areas will be uniformly mulched with wheat straw with a continuous blanket immediately after seeding. The mulch shall be applied so as to permit some sunlight to penetrate and the air to circulate and at the same time shade the ground, reduce erosion, and conserve soil moisture. Wheat straw shall be suitable for spreading with standard mulch blowing equipment.

Our proposed quote for the above mentioned scope of work/services at Seminole Road Landfill is:

**Our rate is \$3,950 per acre for 30 (thirty) acres which totals: \$118,500**

In addition, the above rates are based upon a 30-day billing cycle!

Please give us a call at (770) 785-3916-office or (678) 283-3286-mob, if you have any questions or comments regarding this matter.

Yours truly,

*Hugh M Brown Jr.*

Hugh M Brown Jr.

(BMS)  
Brown Management

## RECOMMENDATION AND COMMENTS

NAME OF PROJECT:	Odor Control Seminole Landfill – PO TBD \$118,500.00
PURCHASING AGENT:	Tynia Inu Umoru
USER DEPARTMENT:	Public Works – Sanitation
NOTES:	<ol style="list-style-type: none"><li>1) Seminole Road Landfill needs an installation of about 30 acres of temporary and permanent vegetative cover for soil stabilization and odor control.</li><li>2) Temporary seeds and permanent seeds will be planted to stabilize earthen surface, and the seeded areas will be mulched with wheat straw for continuous blanket.</li><li>3) The mulch shall bring some sunlight to penetrate and circulate the air, shade the ground, reduce erosion, and conserve soil moisture.</li><li>4) Neglect of the issue could worsen the odor mitigation at Seminole Road Landfill, which could pose a risk to public, health, welfare, and safety of the Citizens.</li></ol>
RECOMMENDATION:	My recommendation is to approve the installation of temporary and permanent vegetative cover for the soil stabilization and odor reduction, because the neglect could pose risk to public health and safety of the citizens .