



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

Requesting Department: DWM  
Department Contact Person: Brent Zern Telephone: 404 277-9741  
Email: bzern@dekalbcountyga.gov

Requisition Number: \_\_\_\_\_ Suggested Supplier: Site Engineering  
Estimated Amount of Purchase: 65343  
Detailed Description of the Goods or Services to be purchased: \_\_\_\_\_

**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):

This is a continuation of the first phase of this project. This second phase was not considered during approval of the first phase. The vendor selected for the first phase will be the most economical choice to perform this second phase since vendor will already have mobilized to the site.

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.

This is a standalone project that is not anticipated to be replicated by DeKalb County. There will be no obligation to purchase from this vendor in the future.

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

This is a project the CEO is personally involved with and approved. Not approving this request could have significant public relations impacts as the community in general, non-profit organizations and neighboring counties have been working for years to see the project implemented.

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 Hayes Signature: David Hayes Digitally signed by David Hayes Date: 2022.03.14 15:58:24 -0400 Date: 03/14/22

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

Procurement Agent (Typed/Printed Name) Angel Frazier Signature: Angel Frazier Digitally signed by Angel Frazier Date: 2022.03.15 11:02:37 -0400 Date: \_\_\_\_\_

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: Crystal Creekmore Digitally signed by Crystal Creekmore Date: 2022.03.15 13:16:14 -0400 Date: 03/15/20

Approved  Not Approved

Signature: Cathya Arnes Director, Department of Purchasing and Contracting Date: 3/15/22

(Additional information, attach pages if required):

Scope of Work: Phase 1 (previously approved and funded) was for the installation of the Bandalong trash trap itself into the South River. This Phase 2 effort (previously approved and funded) is for the construction of the servicing area to maintain the Bandalong (i.e., remove the accumulated trash safely). To do so, a swing crane will be needed that can maneuver from the edge of bank of the river and "swing" out over the Bandalong's litter accumulation baskets, lift the baskets out, and then swing back to the top of bank where Snapfinger personnel will empty the trash from the baskets into a rolloff for ultimate disposal at Seminole Road Landfill.

The crane will need to sit on a reinforced concrete pad for stability. To safely allow personnel to reach the floating Bandalong to attach the lifting hooks to the baskets, a metal boat ramp reinforced with hand rails will extend from the crane to the Bandalong.

Since the contractor who will be installing the Bandalong into the river (Phase 1) will already be mobilized on site, it seems logical from an economic standpoint that the same contractor install the servicing area (i.e., concrete pad and associated site preparation, swing crane, and metal boat ramp). The cost to perform this work is \$150,000 (previously approved and funded).

This change order is requested due to an increase in supply chain-related material costs and pandemic-related staffing issues.

## Public Notice of Proposed Award of Sole Source Procurement

### Section A – Description of Proposed Sole Source Procurement

**Description of Supplies/Services:** Service to be provided is for the construction of the servicing area for the previously installed Bandalong trash trap.

**Demonstration of Contractor’s Unique Qualifications:** This is a continuation of the first phase of this project. The vendor selected for the first phase will be the most economical choice to perform this second phase since vendor will already have mobilized to the site.

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

#### Market Survey Results

**Date Public Notice posted on website: Feb. 25, 2022**

**Date Public Notice closed: March 2, 2022**

#### Review of Offers

**Were any offers received (Yes/No): No**

**Number of offers received: 0**

**Responders: None**

**Purchasing Agent Review and Recommendation:** This request is for the construction of the servicing area for the previously approved Bandalong trash trap. On July 23, 2019 the BOC approved ITB No. 19-101118 South River Trash Trap (One Time Buy) for use by Public Works - Roads and Drainage. This project consisted of the purchase and installation of a river litter trap and boom system. The awarded bidder was Site Engineering, Inc. and the total amount not to exceed was \$549,144.00. CPA No. 1172590 expired on November 20, 2019, however installation of part of the trash trap had not occurred yet due to significant delays. On July 27, 2021, the BOC approved a Sole Source for an amount not to exceed \$150,000.00 for some additional and previously unexpected installation efforts for Phase II of the servicing area. An additional \$65,343.00 is being requested due to pandemic pricing and supply chain issues. Site Engineering has agreed to DeKalb County’s terms and conditions. This Sole Source has been assigned agenda item No. 2022-1286 for approval of Change Order No. 1. It is my recommendation to approve this request as a sole source (single source) as it is not in the County’s best interest to change vendors in the middle of the project.

*Angel Frazier*

Agent Signature

3/15/2022

Date

*Crystal Crasmore*

Procurement Manager Signature

Date