

July 24, 2023

Procurement Agent: William M. Parker II

Requisition Numbers: 1017447, 1017446, 1017444

Vendor Name: Rabern-Nash

Invoice/Purchase Amount: \$39,980.00

Emergency Request Recommendation – Furnishing and installation of carpet on 5th and 6th floor of Admin Tower

On July 124, 2023, Purchasing and Contracting received an emergency request from Facilities Management to replace the carpet at the Solicitor General's Office on the 5th and 6th floor of the Admin Tower. Currently there is extensive damage to the carpet due to a faulty sprinkler which overflowed and leaked that occurred back in January of 2022, has caused disruption for employees and visitors creating an unhealthy environment.

There were 2 requisitions previously created in July of 2022 for the carpet replacement at the Solicitor General's office on the 5th and 6th floor of the Admin Tower. PO's 1299271 and 1299272 were generated. Shortly after, the courts requested to pause on all repairs/replacements. Once updated quotes were received, additional requests were added which resulted in an increase of overall pricing.

The Superior Court and Solicitor's Office has now directed Facilities Management to engage Purchasing and Contracting to expedite this emergency purchase. At this moment, it is critical that the 5th and 6th floor of the Admin Tower are fully operational mitigating any liabilities for employees and visitors.

To this request, Rabern-Nash is available, and they have provided quotes to complete the furnishing and installation of carpet at the Solicitor General's Office on the 5th and 6th floor of the Admin tower. Rabern-Nash has a lot of past performance and they have been doing business with the County for a total of 19 years since 2004.

Overall, I would recommend approval of the emergency purchase from Rabern-Nash for Requisitions 1017447, 1017446, and 1017444 for a total of \$39,980.00.



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Facilities Management
Department Contact Person: Vaughn Fountain Telephone: 470-451-2431
Email: vfountain@dekalbcountyga.gov

Requisition Number: 1017447, 1017446, 1017444 Suggested Supplier: Rabern Nash Co, Inc
Estimated Amount of Purchase: \$ 39,980.00
Detailed Description of the Goods or Services to be purchased: _____
Furnish and install carpet on the 5th and 6th Floor of the Admin Tower.

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

1. Date and Time of Emergency Occurrence: January 2022

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

Carpet replacement is needed immediately at the Solicitor General's office on the 5th and 6th floor of the Admin Tower. There is substantial damage to the carpet due to a faulty sprinkler causing overflow and a leak. This has created an unhealthy environment to employees and visitors.

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

See attached 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) Clyde Stovall

Signature:

Date: July 24, 2023

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

Procurement Agent (Typed/Printed Name) William Parker

Signature: William M. Parker II

Digitally signed by William M. Parker II
Date: 2023.07.24
14:33:36 -0400

Date: 7/24/23

Procurement Manager (Typed/Printed Name) _____

Signature: _____

Date: _____

Approved Not Approved

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

P&C Rev. 12/13/2018

Approved Not Approved, _____ Zach L. Williams, COO, Date: _____

Print Form

(Additional information, attach pages if required):

There were 2 requisitions previously created in July of 2022 for the carpet replacement at the Solicitor General's office on the 5th and 6th floor of the Admin Tower. PO's 1299271 and 1299272 were generated. Shortly after, the courts requested to pause on all repairs/replacements. The courts have now requested to resume with their carpet replacement request. Once updated quotes were received, additional requests were added which resulted in an increase of overall pricing.

RABERN NASH CO., INC.
 5981 LIVE OAK PKWY
 NORCROSS, GA 30093
 Telephone: 404-377-6436 Fax: 404-377-7988

ES310179

QUOTE

Sold To DEKALB COUNTY FACILITIES MGMT DIVISION OF ACCOUNTING 1300 COMMERCE DRIVE ANNEX BLDG DECATUR, GA 30030	Ship To 556 N MCDONOUGH ST DECATUR, GA
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Quote Date 05/19/23	Home 4043712126	PO Number 6TH ADMIN CONFERENCE	Quote Number ES310179
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Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
TOTAL JOB INSTALLED			1.00	EA	2,920.00	2,920.00

PROPOSE TO FURNISH AND INSTALL NEW SHAW LVT COLOR TBD IN THE 6TH FLOOR CONFERENCE ROOM. INLCUDES DEMO, PREP, CONTENT AND NEW 4" RUBBER BASE.

TOTAL \$2920.00

— 05/19/23 — 10:42AM —
 Sales Representative(s): KEVIN SOKOL

Material: 0.00
 Service: 2,920.00
 Misc. Charges: 0.00
 Sales Tax: 0.00
 Misc. Tax: 0.00
QUOTE TOTAL: \$2,920.00

This quote is good for 30 days.

RABERN NASH CO., INC.
 5981 LIVE OAK PKWY
 NORCROSS, GA 30093
 Telephone: 404-377-6436 Fax: 404-377-7988

ES310180

QUOTE

Sold To
 DEKALB COUNTY FACILITIES MGMT
 DIVISION OF ACCOUNTING
 1300 COMMERCE DRIVE ANNEX BLDG
 DECATUR, GA 30030

Ship To
 COURTHOUSE
 556 N MCDONOUGH ST
 5TH BUCKHEAD
 DECATUR, GA

Quote Date
 05/19/23

Home
 4043712126

PO Number
 5TH ADMIN BUCKHEAD

Quote Number
 ES310180

Inventory	Style/Item	Color/Description	Quantity	Units	Price	Extension
	TOTAL JOB INSTALLED		1.00	EA	9,370.00	9,370.00

PROPOSE TO FURNISH AND INSTALL SHAW LVT COLOR TBD ON THE 5TH FLOOR BUCKHEAD AREA. INCLUDES DEMO AND HAUL AWAY, FLOOR PREP AND SCRAPE, MOVE LARGE CONTENT, INSTALL NEW 4" RUBBER BASE.

GRAND TOTAL \$9,370.00

CUSTOMER MUST MOVE ALL SMALL ITEMS AND ELECTRONICS.

05/19/23

10:49AM

Sales Representative(s):
 KEVIN SOKOL

Material: 0.00
 Service: 9,370.00
 Misc. Charges: 0.00
 Sales Tax: 0.00
 Misc. Tax: 0.00
QUOTE TOTAL: \$9,370.00

This quote is good for 30 days.

ES310181

QUOTE

Sold To DEKALB COUNTY FACILITIES MGMT DIVISION OF ACCOUNTING 1300 COMMERCE DRIVE ANNEX BLDG DECATUR, GA 30030	Ship To COURTHOUSE 556 N MCDNOUGH ST 5TH FLOOR MAIN AREA DECATUR, GA
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Quote Date 05/19/23	Home 4043712126	PO Number 5TH FLOOR ADMIN MAIN	Quote Number ES310181
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Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
TOTAL JOB INSTALLED			1.00 EA	27,690.00	27,690.00

PROPOSE TO FURNISH AND INSTALL NEW CARPET STYLE ACCORD COLOR POLISHED STONE.

INCLUDES DEMO AND HAUL AWAY OLD FLOOR, FLOOR PREP, LARGE CONTENT, CARPET AND INSTALL OF NEW BLACK 4" RUBBER BASE.

GRAND TOTAL WAS 29,260.00 BUT WE HAVE ALMOST A FULL ROLL OF THIS CARPET LEFT FROM PREVIOUS WORK AND WILL USE THIS ROLL FOR SOME OF THE OFFICES SAVING 1570.00 IN COST. PLEASE NOTE DYELOT MAY VARY BUT GOING INTO THE OFFICES IT WILL BE MINIMAL TO NONE.

****OUTSIDE OF MOVING ALL SMALL AND PERSONAL ITEMS AS WELL AS ELECTRONICS WE ASK THAT THE VERY LARGE FILING CABINET BE CLEARED AS WELL.

GRAND TOTAL WITH DISCOUNT \$27,690.00

— 05/24/23 —

— 11:49AM —

Sales Representative(s):
 KEVIN SOKOL

Material:	0.00
Service:	27,690.00
Misc. Charges:	0.00
Sales Tax:	0.00
Misc. Tax:	0.00
QUOTE TOTAL:	\$27,690.00

This quote is good for 30 days.