

TO: Michelle Butler, NIGP-CPP, CPPO, CPCM, Procurement Manager

FROM: Jennifer Schofield, NIGP-CPP, Senior Procurement Agent *Jennifer Schofield*

THROUGH: Delois Robinson, MBA, Procurement Manager

SUBJECT: Emergency – Judicial Tower Carpet Replacement-Rabern Nash Co., Inc.

DATE: April 20, 2023

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On December 25, 2022, a pipe burst in the Penthouse of the Judicial Tower which leaked down 9 Floors and caused extensive damage to ceilings, floors, carpet, interior walls in courtrooms and throughout the building.

To get the building remediated and back to service, carpet replacement is needed on Floors 2, 3, 5,6 & 7 to eliminate any life, health and safety issues. This request is to authorize the purchase with Rabern Nash Co. Inc in the amount of \$192,540.00 for the replacement on those floors.

As the Courthouse is currently down and unable to assist citizens, I would recommend approval of the Emergency approval with Rabern Nash Co., LLC for the replacement of carpet for an amount not to exceed \$192,540.00.

Current Spent to Date with Rabern Nash Co., Inc. \$16,585.00.



# 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: 1004383 Suggested Supplier: Rabern Nash Co. Inc.  
Estimated Amount of Purchase: \$ 192,540.00  
Detailed Description of the Goods or Services to be purchased: \_\_\_\_\_  
Carpet Replacement - Judicial Tower Due to Water Damage

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

1. Date and Time of Emergency Occurrence: 12/24/2022

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

Replacement of water damaged carpet on floors 2,3,5,6 & 7 of the Judicial Tower due to December 2022 flooding caused by a burst copper pipe to the cooling tower on the Penthouse level. The carpet needs to be replaced to provide health and safety issues for the employees and the public.

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

Documentation submitted by vendor.

**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: Clyde D. Stovall Date: 4/13/23

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

Procurement Agent (Typed/Printed Name) Jennifer Schofield

Signature: Jennifer Schofield Date: April 20, 2023

Procurement Manager (Typed/Printed Name) Delois Robinson

Signature: Delois Robinson Date: 4/20/23

Digitally signed by Delois Robinson  
Date: 2023.04.20 10:05:59 -04'00'

Approved  Not Approved

Signature: Michelle Butler, Director, Department of Purchasing and Contracting Date: \_\_\_\_\_  
P&C Rev. 12/13/2018

Approved  Not Approved Zachary Williams, Zachary L. Williams, Chief Operating Officer

Signed by: Zachary L. Williams  
Date & Time: 31 May, 2023 15:18:58 EDT

**Print Form**

Checkout: Review and Submit Requisition

**Requisition 1004383: Total 192,540.00 USD**

Created By **Doctor, Brenda L**  
 Creation Date **12-Apr-2023 11:52:33**  
 Description **Rabern Nash Co. Inc. - Order  
 Number CG310920 - Judicial  
 Tower - Carpet Replacement -  
 Floors 2,3,5,6 & 7 - Vaughn  
 Fountain**  
 Justification

**Requisition Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Rabern Nash Co. Inc. Carpet Replacement.Judicial Tower.water damage.pdf	File		Internal to Requisition	BLDOCTOR	12-Apr-2023	One-Time			

**Lines**

Details	Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attachments
Show	1	Rabern Nash Co. Inc. - Order Number CG310920 - Judicial Tower - Carpet Replacement - Floors 2,3,5,6 & 7 - Vaughn Fountain	01120	US Dollar	192540	1 USD	192,540.00	
<b>Total</b>							<b>192,540.00</b>	

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

CG310920

INVOICE

Sold To		Ship To	
DEKALB COUNTY FACILITIES MGMT DIVISION OF ACCOUNTING 1300 COMMERCE DRIVE ANNEX BLDG DECATUR, GA 30030		JUDICIAL TOWERS 556 N MCDONOUGH ST JUDICIAL SIDE DECATUR, GA 30030	
Invoice Date	Home	PO Number	Order Number
03/30/23	404-371-2126	KEVIN BUFORD	CG310920

FURNISH AND INSTALL THE FOLLOWING MATERIALS IN ACCORDANCE

WITH QUOTE NUMBER ES310130:

1. SHAW LVT PLANK STYLE: TERRAIN II 20 MIL 0454V, 00174 ASH AND 07004 SUMAC
2. SHAW CARPET TILE STYLE: 59575 DIFUSE, COLOR: 75761 FLUTTER
3. ROPPE 4" RUBBER COVE BASE, COLOR: 100 BLACK

CONTRACT PRICE TOTAL...\$192,540.00

\*\* PAYMENT REQUEST IS FOR 80% OF INVOICE AMOUNT PER VAUGHN FOUNTAIN DUE TO LABOR OF MATERIALS NOT YET PERFORMED IN TANGELA BARRIE'S CHAMBERS.

**\*\*PARTIAL BILLING PAYMENT AMOUNT...\$154,000.00**

THANK YOU!

03/30/23

10:19AM

Sales Representative(s):  
 KEVIN SOKOL

Thank you for your patronage

Finance charge of 1 1/2 % per month will be added to unpaid balances after 30 days, which equals an annual percentage rate of 18 %.

INVOICE TOTAL: \$192,540.00  
 Less Payment(s): 0.00  
**BALANCE DUE: \$192,540.00**