



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.

An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances. **Poor planning or the pending expiration of funds does not constitute a valid justification for an emergency 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/Compliance/Laboratory

Department Contact Person: Jody Shoemaker

Telephone: 7703916017

Email: j1shoemaker@dekalbcountyga.gov

Requisition Number: _____

Suggested Supplier: Idexx

Estimated Amount of Purchase: \$ 326,645.05

Detailed Description of the Goods or Services to be purchased: _____

Reagents and supplies for total coliform testing in drinking water and fecal coliform testing in wastewater. for periods 2025-2028

☐ **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):

Colilert is the primary method approved by the EPD for the lab to analyze total coliform in drinking water throughout DeKalb Watershed Management's distribution system. The Water Quality Control lab at Snapfinger plant uses Colilert for E. coli monitoring.

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.

Yes, we will always need a supply of Colilert and associated supplies to test the drinking water of DeKalb County to ensure it is safe for citizens to drink. The wastewater side is for monitoring the treatment plant's effectiveness to remove fecal coliform from sewage.

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

We will not be able to test the drinking water to make sure there are no harmful bacteria present which could potentially make customer's sick. Also, we would be out of compliance with the EPD from both laboratories, drinking water and wastewater.

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: 2025.03.13 11:58:25 -0400

Date: 03/13/25

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

Procurement Agent (Typed/Printed Name) Tiffany Reid

Signature: _____

Tiffany Reid

Digitally signed by Tiffany Reid
Date: 2025.04.25
09:36:25 -0400

Procurement Manager (Typed/Printed Name) Crystal Manson

Signature: _____

Crystal Manson

Digitally signed by Crystal Manson
Date: 2025.04.24
18:25:57 -0400



Approved



Not Approved

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

Print Form

☐ Approved ☐ Not Approved

Signature: _____, Chief Executive Officer, Chief Executive Office

(Additional information, attach pages if required):

Public Notice of Proposed Award of Sole Source Procurement

Section A – Description of Proposed Sole Source Procurement

Description of Supplies/Services: Reagent and supply for total coliform testing in drinking water and fecal coliform testing in wastewater.

Demonstration of Contractor's Unique Qualifications: IDEXX Distributions, Inc. provides Colilert reagent and supplies. Colilert is the primary method approved by the Environmental Protection Agency (EPA) for the lab to analyze total coliform in drinking water throughout DeKalb Watershed Management's distribution system. The Water Quality Control lab at Snapfinger plant uses Colilert for E. coli monitoring.

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

Market Survey Results

Date Public Notice posted on website: April 1, 2025

Date Public Notice closed: April 15, 2025

Review of Offers

Were any offers received (Yes/No): No

Number of offers received: 0

Responders: 0

Purchasing Agent review and recommendation:

In 1985 IDEXX Distribution, Inc. (originally named AgriTech Systems, Inc.), made its first sale testing infectious bacteria's found in foods for the public. As the company grew, so did their scope of services. Their innovative technology has allowed them to continually provide excellent customer services and cultivate a unique market. With 24/7 diagnostic reference laboratories and consulting services, IDEXX is able to conduct research and provide reporting through digital radiography and specialized management systems. IDEXX Water is the global leader in water microbiology, providing tests that ensure the safety of drinking water and other water supplies for over two billion people in 100 countries worldwide. The Colilert reagent and test used by IDEXX detects total coliforms and E. coli, within 24 hours. This method has been U.S. EPA approved and listed in the Standard Methods for Examination of Water and Wastewater. Based on the EPA's specialized requirements for testing drinking water, IDEXX is the recommended source. Although, a sole source public notice was released, no other vendors responded stating they could provide the requested product or services. The Department of Watershed Management has requested to utilize IDEXX for a three (3) year term. The vendor has agreed to DeKalb County's PO terms and conditions. My recommendation is to approve the sole source. The estimated amount of purchase with IDEXX Distribution, Inc. is \$326,645.05.

Tiffany Reid

Digitally signed by Tiffany Reid
Date: 2025.05.01 11:51:50
-04'00'

Agent Signature

5/1/2025

Date

Crystal Manson

Digitally signed by Crystal Manson
Date: 2025.05.01 11:44:54 -04'00'

Procurement Manager Signature

5/1/2025

Date

Stroman, Valencia D.

From: Shoemaker, Jody
Sent: Friday, February 21, 2025 2:43 PM
To: Stroman, Valencia D.; De Taboada, Dora
Subject: FW: FW: SOLE SOURCE PURCHASE: Idexx 3 year agreement
Attachments: Dekalb PO Terms.pdf; 02202025 (WQC) Idexx js.pdf; Procurement Contract Approval Routing Form Idexx js.pdf; Sole Source Letter.pdf (002).jpg; IDEXX TERMS AND CONDITIONS OF PURCHASE.docx

Valencia,



Attached are the documents you requested. Below is their statement accepting our terms. Please let me know if you need anything else. The requisition and PCAR need Dora's signature.

Thank you,

Jody Shoemaker

Laboratory Supervisor
Regulatory Compliance Division
DeKalb County Department of Watershed Management

4830 Winters Chapel Rd.
Doraville, GA 30360
jshoemaker@dekalbcountyga.gov

 770-391-6017
 404-472-7057
DeKalbCountyGA.gov



From: WLPD Sales Support NA <WLPDSalesSupportNA@idexx.com>
Sent: Friday, February 21, 2025 2:18 PM
To: Jody Shoemaker <jody.shoemaker972@gmail.com>; Shoemaker, Jody <JLSHOEMAKER@dekalbcountyga.gov>
Subject: RE: FW: SOLE SOURCE PURCHASE: Idexx 3 year agreement

**** WARNING:** The sender of this email could not be validated and may not match the person in the "From" field. **

Good afternoon Jody,

We agree to the PO terms. Please see Sole Source letter attached.

Thank you,

Luciana Thys | Sales Support Associate | IDEXX Water IDEXX LPD
1-800-321-0207

To place an order for Water Tests, please call 1-800-321-0207, email water@idexx.com, or visit idexx.com/order
To place an order for LPD Tests, please call 1-800-548-9997, email LPDCS@idexx.com or visit idexx.com/order



02/24/25

Dekalb County
1300 Commerce Dr.
Decatur, GA 30030

Product	Sole Manufacturer	Sole Supplier in U.S. and Canadian Water Testing Markets**
Colliert® reagent	Yes	Yes
Colliert Comparator	Yes	Yes
Colliert®-18 reagent	Yes	Yes
Colisure® reagent	Yes	Yes
Enterolert® reagent	Yes	Yes
Pseudolert® reagent	Yes	Yes
Legiolert® reagent	Yes	Yes
IDEXX Vessels	Yes	Yes
Quanti-Tray® Sealer PLIS and Sealer Care	Yes	Yes
Quanti-Tray®	Yes	Yes
All Colliert Starter Kits	Yes	Yes
All 20-pack, 100-pack, and 200-pack Combo Packs	Yes	Yes
IDEXX-QC kits¹	Yes	Yes
Quanti-Cult™ QC kit	Yes	Yes
SimPlate® for HPC test kit	Yes	Yes
HPC for Quanti-Tray® reagent	Yes	Yes
EasyDisc® HPC tests	Yes	Yes
IDEXX Water SARS-CoV-2 RT-PCR Test	Yes	Yes
IDEXX Water DNA/RNA Magnetic Bead Kit	Yes	Yes
IDEXX Water Matrix and Fecal Control Kit	Yes	Yes
IDEXX Water Internal Control	Yes	Yes
Filta-Max® Express Filter modules	Yes	Yes
Filta-Max express pressure Elution station	Yes	Yes
Filta-Max manual wash station	Yes	Yes
Filta-Max filter modules	Yes	Yes
Tecta® B4 and Tecta service plans	Yes	Yes
Tecta B16 and Tecta service plans	Yes	Yes
Tectalert tests (EC/TC, EC, FC, ENT)	Yes	Yes

** IDelity, Public Health and Private labs performing environmental testing

Please note that IDEXX Distribution, Inc. was formed as a wholly owned subsidiary of IDEXX Laboratories, Inc.

Sincerely,

Luciana Thijs
Luciana Thijs-Sales Support Associate

1) IDEXX-QC Max: 98-29000-01, 98-29001-01, 98-29002-01, 98-29003-01, 98-29004-01, 98-29006-01, 98-29007-01, 98-0009287-01

**IDEXX, Colliert, Colliert-18, Colisure, Enterolert, Pseudolert, Legiolert, Quanti-Tray, SimPlate, EasyDisc, Filta-Max, Tecta and Tectalert are trademarks or registered trademarks of IDEXX Laboratories, Inc. or its affiliates in the United States and/or other countries. 10/10/10-00



QUOTE 20280116

Number / Date
20280116 / 02/20/2025

Ship to Address

SNAPFINGER WQC LAB
WATERSHED MANAGEMENT
4124 FLAKES MILL RD.
DECATUR GA 30034
UNITED STATES
UNITED STATES

Sold to Address

DEKALB COUNTY PUBLIC WORKS
THE MALOOF CENTER
1300 COMMERCE DR-STE 350
DECATUR GA 30030-3214
UNITED STATES
UNITED STATES

Bill-to Customer 21555

Net weight : 1,077.012

Pricing valid from 07/1/25 through 06/30/26

Material ID Commodity/COO	Description Batch	Exp.Date	Quantity Backorder item	UnitPrice	Total Value
98-05761-01 3822190080/US	WHPC-100 HPC,SIMPLATE MULTI DOSE 1.5		60	417.03	25,021.80
98-09222-00 3926909910/CN	WV120SB-200,VESSELS W/O ST, 200PK		30	194.81	5,844.30
98-09227-00 3822190080/US	WQT2KC, PRE-DISP.QT 2000 COMPARATOR		6	37.72	226.32
98-11682-00 3822190080/US	WP104 COLI P/A COMPARATOR		3	19.76	59.28
98-12973-00 3822190080/US	WP200I GAMMA IRRAD COLILERT 100ML 200PK		120	1,034.62	124,154.40
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		36	310.96	11,194.56
98-21904-00 3402505100/US	WAFDB ANTI-FOAM DROPPER BOTTLE		18	31.18	561.24
99-27074 98-08877-00 3822190080/US	COLILERT-18 200-PACK COMBO PACK 2K		60	2,526.26	151,575.60
	WP200I-18 GAMMA IRAD COLILERT-18 200PACK		60		
98-21675-00 3926909910/US	WQT2K QUANTI-TRAY 2000 DISPOSABLE 100/BX		120		

All local taxes at customer charge



Date
02/20/2025

Number
20280116

Items Total	318,637.50
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Freight Value	8,007.55
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Total Amount	USD 326,645.05
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All local taxes at customer charge