



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.

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 Management
Department Contact Person: Alton Reed Telephone: 770 521-9651
Email: awreed@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Mark L. Farms
Estimated Amount of Purchase: \$ 110,250.00
Detailed Description of the Goods or Services to be purchased: Cutting and removal of hay from 250 acres of hay fields

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

1. Date and Time of Emergency Occurrence: 7/3/23 3 12:00 PM

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

Contracted vendor abandoned the contract and left the fields half mowed. An alternative contractor needs to be brought in to finish the job. Fields has to be cut as soon as possible to prevent violation.

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

The estimate amount is similar to past expenditures for hay removal

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):

Empty dashed box for explanation.

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.

Empty dashed box for explanation.

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

Empty dashed box for explanation.

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 Date: 07/18/2

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

Procurement Agent (Typed/Printed Name) Sharice Feagins-Bailey Signature: _____ Date: _____

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: _____ Date: _____

Approved Not Approved

Signature: _____, Director, Department of Purchasing and Contracting Date: _____
P&C Rev. 9/21/2017

Signature: _____, Chief Operating Officer, Chief Executive Office

Print Form

(Additional information, attach pages if required):

NOTES TO THE CHIEF PROCUREMENT OFFICER

NAME OF PROJECT	Requisitions 1017112 for Mark L. Farms, LLC for cutting bale and removal of hay from 300 acres from Pole Bridge Land Application Site
PURCHASING AGENT	Sharice Feagins-Bailey
USER DEPARTMENT	Department of Watershed Management (DWM)
FUNDING SOURCE	Enterprise – 511 Fund
	<ol style="list-style-type: none"> 1. The emergencies occurred on July 3, 2023. 2. The request was received by P&C on July 24, 2023. 3. CPA 1126716 for Clearing Vegetation at Pole Bridge and Hay Removal expired on September 30, 2020. 1st and 2nd renewals have been completed. 4. ITB 21-101337 for Clearing Vegetation and Hay Removal at Pole Bridge Advanced Wastewater Treatment Facility (Three (3) Year Multi-Year Contract) (CPA 1268596) in-house award was approved by the COO on September 17, 2021. 5. There is no current solicitation for the service with Mark L. Farms. 6. Amount spent on CPA 1268596 is \$20,000.00. 7. The total amount spent with Mark L. Farms, LLC, is \$586,952.56 since July 6, 2015. 8. I have reviewed the request and have the following comments: <ol style="list-style-type: none"> a. The vendor New Leaf Lawn and Landscape, LLC was the owner of the

	<p>contract. The department advised P&C that they have since abandoned the contract. A secondary vendor is needed to complete the work.</p> <ul style="list-style-type: none"> b. One (1) invoice was received for an amount of \$110,250.00. c. This amount covers cutting, bale, and removal of hay for the remainder of the field at Pole Bridge based off 300 acres. d. Continuous mowing is required to help assist with removing of nitrogen in the groundwater. e. Hay fields must be kept at minimum level to avoid hay fields growing in excessive. This will keep the DeKalb County within EPD regulations. f. DWM is at risk our losing their land permit if the work is not completed.
<p>RECOMMENDATION</p>	<p>My recommendation is:</p> <ul style="list-style-type: none"> 1. To approve the emergency request until a contract is awarded. 2. Approval is needed to continue allow wastewater plants grounds to stay in compliance with the permit safety regulations.

Mark L Farms

460 Robertson Road
Mansfield, GA 30055

Estimate

Date	Estimate #
6/27/2023	17

Name / Address
DEKALB CO ACCT SVCS DIV 1300 COMMERCE DR. DECATUR, GA 30030

Description	Qty	Rate	Total
300 acres bid price (3 cuttings)	3	35,750.00	107,250.00
Reseeding (Customer provided)	1	3,000.00	3,000.00
Total			\$110,250.00