



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

Requesting Department: DWM Watershed  
Department Contact Person: John Mann Telephone: 404 621-7240  
Email: jamann@dekalbcountyga.gov

Requisition Number: 1024638 Suggested Supplier: Ditch Witch Worx  
Estimated Amount of Purchase: \$ 200,000.00  
Detailed Description of the Goods or Services to be purchased: Torpedo (HammerHead Piercing Tool

**Emergency** (For Emergency County 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):

The Watershed applications require that this equipment be compatible with the equipment that we are currently using. Only Hammerhead Tools are to be used with the Hammerhead products.

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.

Ditch Witch Worx of GA has supplied DeKalb with piercing tools along with training and support to maintain these tools since our initial purchase. Ditch Witch Worx is the only distributor for the Hammerhead piercing tools of GA.

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

If a different product is purchased, the county will risk receiving tools that are not compatible and do not work in the application that the current tools provide. This may mean having to upgrade all current tools and accessories to use a new product. This will also delay repairs add cost

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: 2023.09.12 15:48:56 -0400 Date: 09/12/23

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

Procurement Agent (Typed/Printed Name) Tina Richardson Signature: Tina Richardson Digitally signed by Tina Richardson Date: 2023.11.20 09:37:28 -0500 Date: 11/20/23

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: Crystal Creekmore Digitally signed by Crystal Creekmore Date: 2023.11.22 09:45:24 -0500 Date: 11/22/23

Approved  Not Approved

Signature: Michelle Butler Digitally signed by Michelle Butler Date: 2023.02.17 16:37:17 -0500, Director, Department of Purchasing and Contracting Date: \_\_\_\_\_

## Public Notice of Proposed Award of Sole Source Procurement

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

**Description of Supplies/Services:** Torpedo – Hammerhead Piercing Tool

**Demonstration of Contractor’s Unique Qualifications:** Ditch Witch Worx is the only distributor for the Hammerhead piercing tools of GA.

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

#### Market Survey Results

**Date Public Notice posted on website:** October 18, 2023

**Date Public Notice closed:** October 25, 2023

#### Review of Offers

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

**Number of offers received:** 0

**Responders:** n/a

#### **Purchasing Agent review and recommendation:**

Founded in 1902, Ditch Witch Worx offers a range of services, including selling, leasing and servicing leading named companies in today’s market with trenchless technology systems, trenchers, vibratory plows, and underground tools and accessories. Ditch Witch Worx serves as the authorized dealer for Ditch Witch underground construction equipment and acts as a distributor for various other brands, including the sole provider for the Hammerhead piercing tools in Georgia.

The Department of Watershed Management is currently using Hammerhead equipment and is requesting approval to purchase the Hammerhead piercing tools totaling \$200,000.00 to cover a one-year term for the equipment, parts and service. Watershed applications require that the equipment being purchased must be compatible with the equipment that is being used. If another brand is purchased, all currently used tools and accessories will need to be upgraded to make them compatible with the new brand. This will result in additional costs and delays in the necessary repairs. The requested equipment is currently available exclusively through Ditch Witch Worx, the sole distributor in Georgia, and they have agreed to accept DeKalb County’s Terms and Conditions for this purchase.

Ditch Witch Worx has been doing business with DeKalb County since 2005. Currently there is no active contract on file with Ditch Witch Worx, however Ditch Witch Worx has supplied DeKalb County with piercing tool equipment, training, and support since the initial purchase. The total amount spent within the last 12 months with Ditch Witch Worx is \$25,445.00.

My recommendation is to approve the sole source request to purchase the Hammerhead piercing

tools with Ditch Witch Worx to ensure compatibility with the County's current equipment and prevent additional costs and potential delays associated with upgrading all tools and equipment to a different brand.

Tina  
Richardson

Digitally signed by Tina  
Richardson  
Date: 2023.11.20  
09:56:56 -05'00'

11/20/23

Agent Signature

Date

Crystal  
Creekmore

Digitally signed by Crystal  
Creekmore  
Date: 2023.11.22  
09:45:44 -05'00'

11/22/23

Procurement Manager Signature

Date

## DITCH WITCH WORX (FOREST PARK)

5430 GA HWY 85  
FOREST PARK, GA 30297-2486  
Phone 404-761-0619  
Fax 404-761-4095

DEKALB COUNTY WATERSHED MANAGEMENT  
1580 ROADHAVEN DRIVE  
STONE MOUNTAIN, GA 30083  
FELICIA BAUGH  
(770)414-2364  
fmbaugh@dekalbcountyga.gov

**Quote:** 82721-1  
**Ext. Ref.:** DEKALB COUNTY WATERSHED  
MANAGEMENT  
**Description:** EQUIPMENT, PARTS &  
SERVICE  
**Date:** 09/01/2023  
**Salesperson:** Brent Goodman  
**Mobile:** (404)408-3708  
**E-Mail:** bgoodman@ditchwitchworx.com

### Price Quote

Quote valid until PO amount is applied:

#### \*\* DITCH WITCH WORX (FOREST PARK) EQUIPMENT, PARTS AND SERVICE

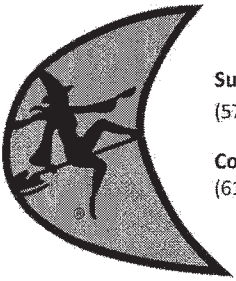
			Unit Price	Total Price
10	10	DW WORX (FP) EQUIPMENT, PARTS AND SERVICE	\$ 200,000.00	\$ 200,000.00
			Subtotal	\$ 200,000.00
			Subtotal before Tax	\$ 200,000.00
			Total Amount	\$ 200,000.00 US Dollars

\*\* DUE TO GLOBAL SUPPLY CHAIN CHALLENGES, EQUIPMENT AVAILABILITY IS SUBJECT TO CHANGE.

\*\* ABOVE QUOTE ALLOWS FOR PO FOR FUTURE EQUIPMENT, PARTS, AND SERVICE FROM DITCH WITCH WORX (FOREST PARK).

\*\* ABOVE BLANKET PO WILL ONLY ALLOW A PRICE GUARANTEE PER THE STATED VAILD DATE ON THE APPLICABLE QUOTE.

\*\* QUOTE VALID DATE WILL DEPEND ON QUANTITY OF ITEM ORDERED.



**Sullivan, MO**  
(573)468-8012

**Olathe, KS**  
(913) 782-5223

**Plant City, FL**  
(813) 704-6828

**Ft. Lauderdale, FL**  
(954) 782-3552

**Jacksonville, FL**  
(904) 269-6786

**Collinsville, IL**  
(618) 345-6262

**Moberly, MO**  
(660) 263-6420

**Atlanta, GA**  
(404) 761-0619

**Albany, GA**  
(866) 581-4914

**Savannah, GA**  
(912) 964-8228

# Ditch Witch Worx

PO Box 429 | SULLIVAN, MO 63080

T: 573.468.8012 // F: 573.468.8016

Toll Free: 800.392.3633

[ditchwitchsales.com](http://ditchwitchsales.com)

09/08/2023

DeKalb County Watershed Management

Maloof Annex

1300 Commerce Drive

Decatur, Ga. 30030

Attn: Purchasing & Contracting

Ditch Witch Sales, Inc., DBA, Ditch Witch Worx, with main office in Forest Park and branches in Albany & Savannah Georgia is the "Sole Source" supplier for the following Hammerhead Tool, for the entire state of Georgia.

HammerHead Trenchless Equipment

500 South C.P. Avenue

Lake Mills, WI 53551

Phone: 800-331-6653

Respectfully,

**Laura DeClue**

Controller

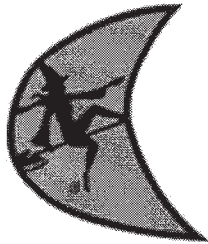
**Ditch Witch Worx**

Ditch Witch Sales, Inc.

Ditch Witch of Florida and Caribbean

Ditch Witch of Georgia

W: 573.468.8012



[ditchwitchsales.com](http://ditchwitchsales.com) // [ditchwitchFL.com](http://ditchwitchFL.com) // [ditchwitchga.com](http://ditchwitchga.com)

PO Box 429 | 1617 S Service Rd | Sullivan, MO 63080

T: 800.392.3633 // F: 573.468.8016

## "INSTRUCTIONS AND CONDITIONS"

1. Acceptance of this order shall constitute acceptance of the terms and conditions upon the established effective start date. The Contract agreement together with the Supplier's written quotation and/or Sealed Bid/Request for Proposal and/or formal agreement form a binding agreement based upon the agreed terms between the parties.
2. Delivered orders are issued under terms of the numbered Contract agreement indicated on the face hereof; the supplier is required to deliver the commodities and/or services exactly and in strict accordance with the order. Substitutions of commodities and/or quantities ordered are strictly and firmly prohibited.
3. If for any reason, the supplier is unable to comply or supply in strict compliance with this order, the Department of Purchasing and Contracting is to be notified immediately of all factors involved.
4. No changes in conditions, prices, quantities or deliveries will be made without specific authorization; changes or modifications to the underlying transactions shall be in writing from the Department of Purchasing and Contracting. The Department of Purchasing & Contracting is the only authority for transactions under this order. The supplier shall not accept contrary instructions or conditions from any source other than the Department of Purchasing & Contracting. Should the supplier receive, from any other source, contrary instruction or conditions, the Department of Purchasing & Contracting should be notified immediately.
5. Supplier's invoice must describe the article and/or services exactly as shown on this order. The purchase order number must appear on the invoice, and/or delivery ticket, packing list and shipper's bill of lading related to this order, in addition to the name of the requesting department to whom delivery of goods and/or services are to be made.
6. Total price shown on this order shall include all delivery costs to the delivery point shown on the order.
7. Invoices are not paid until items and/or services on the invoice have been received, evaluated, tested and approved by the requesting department.
9. The County is exempt from Georgia Sales Tax and Federal Excise Tax. Exemption certificates will be issued upon request.
10. The County may cancel this Contract agreement at any time, in whole or in part, for the County's convenience, lack of funding or Supplier's failure to fulfill the contractual obligations in any respect.
11. The payment terms adopted by DeKalb County are Net 30 unless otherwise established by law or by contract. Suppliers may obtain more favorable payment terms by specifying cash discount terms on the invoice as stated in their submitted sealed bids/proposals.
12. When accepted in electronic form, this Contract agreement and all related electronic documents shall be governed by the provisions of Electronic Signatures in Global and National Commerce Act (E-Sign Act).
13. This Contract agreement and all related documents are considered public record by the County and shall be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. § 50-18-7- et seq.

**RE: Requisition 1024638 - Sole Source - Ditch Witch Worx**

Brent Goodman <bgoodman@ditchwitchworx.com>

Wed 10/18/2023 9:22 AM

To: Richardson, Tina L <tlrichardson@dekalbcountyga.gov>

Cc: Creekmore, Crystal <ccreekmore@dekalbcountyga.gov>

Good morning, we are fine with the terms and conditions you have sent.

Remember, our terms are net 30 days from the invoice date.

The quote has no validity period – the validity period will be until the quoted amount is used in full.

The purpose of the quote is to allow you to issue a PO to prevent a delay in that process.

Once the PO is issued, the validity date will be on the quote for the parts, service, or whole goods requested.

Thanks,

Brent

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**From:** Richardson, Tina L <tlrichardson@dekalbcountyga.gov>

**Sent:** Tuesday, October 17, 2023 4:39 PM

**To:** Brent Goodman <bgoodman@ditchwitchworx.com>

**Cc:** Creekmore, Crystal <ccreekmore@dekalbcountyga.gov>

**Subject:** Requisition 1024638 - Sole Source - Ditch Witch Worx

Good Afternoon Brent Goodman,

I am in the process of reviewing the purchase request for DeKalb County to purchase equipment, parts and services for a Hammerhead Tool from Ditch Witch Worx.

Kindly review the attached terms and conditions of DeKalb County and confirm your agreement to accept these terms and conditions for this purchase.

Also, please confirm if there is a validity period for the attached quote.

If you have any questions or concerns regarding this request, please do not hesitate to reach out to me for assistance.

Thanks,

Tina L Richardson



**Tina L Richardson | Procurement Technician – Team A**  
DeKalb County Government | Department of Purchasing & Contracting  
1300 Commerce Drive, 2<sup>nd</sup> Floor | Decatur, GA | 30030 |  
Office: (404) 371-2936 |  
[TLRichardson@dekalbcountyga.gov](mailto:TLRichardson@dekalbcountyga.gov) | [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov)  
**Productivity | Accountability | Customer Service | Teamwork**