



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

Requesting Department: Public Works -Roads & Drainage Div.  
 Department Contact Person: Travis Cherry Telephone: 404 297-3867  
 Email: tccherry@dekalbcountyga.gov

Requisition Number: 933611 Suggested Supplier: Metro Materials  
 Estimated Amount of Purchase: \$ 300,000.00  
 Detailed Description of the Goods or Services to be purchased: Hot Asphaltic Mix

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

1. Date and Time of Emergency Occurrence: 8/26/21

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:  
 Our primary function is to procure this material to repair and maintain the County streets. This emergency is to address hot asphalt mix material purchases until a new contract is reestablished. This item is used to maintain safe roadways for our county citizens.

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):  
 \_\_\_\_\_  
 \_\_\_\_\_

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): Peggy V. Allen Signature: \_\_\_\_\_ Date: 08/26/2021

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

Procurement Agent (Typed/Printed Name) Angel Frazier Signature: Angel Frazier Date: 1/13/22

Procurement Manager (Typed/Printed Name) \_\_\_\_\_ Signature: CC Date: \_\_\_\_\_

Approved  Not Approved

Signature: Cathryn Horner, Director, Department of Purchasing and Contracting Date: \_\_\_\_\_



Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Public Works -Roads & Drainage Div.
Department Contact Person: Travis Cherry Telephone: 404 297-3867
Email: tccherry@dekalbcountyga.gov

Requisition Number: 940198 Suggested Supplier: Metro Materials
Estimated Amount of Purchase: \$ 200,000.00
Detailed Description of the Goods or Services to be purchased: Hot Asphaltic Mix

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

1. Date and Time of Emergency Occurrence: 10/20/21

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

Our primary function is to procure this material to repair and maintain the County streets. This emergency is to address hot asphalt mix material purchases until a new contract is reestablished. This item is used to maintain safe roadways for our county citizens.

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):

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) Peggy V. Allen Signature: [Signature] Date: 10/20/2021

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

Procurement Agent (Typed/Printed Name) Angel Frazier Signature: [Signature] Date: 1/13/22

Procurement Manager (Typed/Printed Name) Signature: CC Date:

[ ] Approved [ ] Not Approved

Signature: Cathryn Horner, Director, Department of Purchasing and Contracting Date:

**NOTES TO THE CHIEF PROCUREMENT OFFICER**

NAME OF PROJECT	Requisitions 940198 & 933611 Metro Materials
PURCHASING AGENT	Angel Frazier
USER DEPARTMENT	Public Works – Roads & Drainage (RD)
FUNDING SOURCE	Special Tax District (Designated Fund)
NOTES	<ol style="list-style-type: none"> <li>1. This request is to ratify the purchase of Hot Asphaltic Mix.</li> <li>2. ITB No. 21-101419 Hot Asphaltic Mix has been awarded by the BOC and the NTP has been conducted. This request will cover purchases made while no contract was in place.</li> <li>3. This item is used to maintain safe roadways for our county citizens.</li> </ol>
RECOMMENDATION	<p>My recommendation is:            To approve this emergency request and ratify the purchase through the BOC. Vendor will not perform under the new contract until past due invoices are paid.</p>

**Signature:** *Crystal Creekmore*

**Email:** ccreekmore@dekalbcountyga.gov

**Signature:** *Cathryn Horner*

**Email:** cghorner@dekalbcountyga.gov









# Final Metro Materials

Final Audit Report

2022-01-13

Created:	2022-01-13
By:	Angel Frazier (amfrazier@dekalbcountyga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPwwzi_c1zK2iPZpobpVUONy_BeMcWmtv

## "Final Metro Materials" History

-  Document created by Angel Frazier (amfrazier@dekalbcountyga.gov)  
2022-01-13 - 3:42:46 PM GMT - IP address: 204.120.180.4
-  Document emailed to Crystal Creekmore (ccreekmore@dekalbcountyga.gov) for signature  
2022-01-13 - 3:43:43 PM GMT
-  Email viewed by Crystal Creekmore (ccreekmore@dekalbcountyga.gov)  
2022-01-13 - 3:44:46 PM GMT - IP address: 104.47.65.254
-  Document e-signed by Crystal Creekmore (ccreekmore@dekalbcountyga.gov)  
Signature Date: 2022-01-13 - 3:45:48 PM GMT - Time Source: server- IP address: 204.120.180.4
-  Document emailed to Cathryn Horner (cghorner@dekalbcountyga.gov) for signature  
2022-01-13 - 3:45:50 PM GMT
-  Email viewed by Cathryn Horner (cghorner@dekalbcountyga.gov)  
2022-01-13 - 3:51:19 PM GMT - IP address: 104.47.65.254
-  Document e-signed by Cathryn Horner (cghorner@dekalbcountyga.gov)  
Signature Date: 2022-01-13 - 3:54:08 PM GMT - Time Source: server- IP address: 204.120.180.4
-  Agreement completed.  
2022-01-13 - 3:54:08 PM GMT