



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Facilities Management

Department Contact Person: Kip Robinson

Telephone: 404 297-2504

Email: kiprobinson@dekalbcountyga.gov

Requisition Number: 821280

Suggested Supplier: Midtown Glass Company

Estimated Amount of Purchase: \$ 115,179.72

Detailed Description of the Goods or Services to be purchased: Glass Replacement

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

1. Date and Time of Emergency Occurrence: 5/31/19 @10:00 p.m.

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

Glass windows/doors to Maloof Administration Building and Annex were broken and busted out due to vandalism. Approximately 38-41 windows and glass doors were damaged and need to be replaced. Offices are exposed to outside environment; buildings are unsecured.

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

See Attachments

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 Stovall

Date: 6/3/19

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

Procurement Agent (Typed/Printed Name) LOLA O. AWOONSI

Signature: Lola O. Awonusi

Date: 6/14/19

Procurement Manager (Typed/Printed Name) Debra Robinson

Signature: Debra Robinson

Date: 6/14/19

Approved Not Approved

Signature: [Signature]

Director, Department of Purchasing and Contracting

Date: 6/18/2019

P&C Rev. 12/13/2018

PO#1165799

Print Form

Temporary

MIDTOWN GLASS COMPANY/GLASS, INC.
510 GLEN IRIS DR
ATLANTA, GA 30308

PH:(404) 873-6991 FAX:(404) 873-6994

Federal Tax ID: 58-2115320

| | | | |
|--|---|-------------|--|
| P/O#: Taken By: Installer: Javier George | Cust State Tax ID: Cust Fed Tax ID: Ship Via: | COUNTY GOVT | Workorder: W213636 Date: 6/1/2019 Time: 04:43 PM |
| SalesRep: | Adv. Code: | | |

Bill To: DEKALBCOUNTYFACILITY

Sold To: DEKALBCOUNTYFACILITY

DEKALB COUNTY FACILITY MANAGEMENT
4380 MEMORIAL DR
DECATUR, GA 30032

DEKALB COUNTY FACILITY MANAGEMENT
1300 COMMERCE DRIVE
SUITE 300
DECATUR, GA 30030

(404) 297-2502

| Qty | Part Number | Description | List | Disc% | Sell | Total |
|-----|-------------|---|------------|-------|------------|------------|
| 2 | LA-1/4" | (31 1/4" x 76 5/8") 1/4" Laminated Glass | \$294.61 | 37 | \$186.41 | \$372.82 |
| 2 | LA-1/4" | (31 1/8" x 88 5/8") 1/4" Laminated Glass | \$340.00 | 37 | \$215.13 | \$430.26 |
| 3 | LA-1/4" | (31 1/8" x 77 3/8") 1/4" Laminated Glass | \$294.61 | 37 | \$186.41 | \$559.23 |
| 18 | LA-1/4" | (46 1/4" x 106") 1/4" Laminated Glass | \$800.61 | 37 | \$380.03 | \$6,840.54 |
| 11 | LA-1/4" | (46 1/8" x 108 1/4") 1/4" Laminated Glass | \$612.00 | 37 | \$387.23 | \$4,259.53 |
| 6 | LA-1/4" | (46 3/8" x 108 1/4") 1/4" Laminated Glass | \$623.39 | 37 | \$394.44 | \$2,366.64 |
| 1 | LABOR | TO INSTALL | \$4,160.00 | 0 | \$4,160.00 | \$4,160.00 |

CALL IN BY:: KIP ROBINSON (404)-297-2504
CSR: SAM LOVE
DATE ORDER ENTERED: 06/01/2019
METHOD OF PAYMENT: CREDIT CARDS

Thank you for your business.
Install Date: 06/01/19 01:30 PM Installer: Javier George

Instructions:
05.01.19 CUST APPROVED, MUST BE DONE BY MONDAY 8.00 AM

NET 30

Total:

Sub Total: \$18,989.02

Tax: \$0.00

Total: \$18,989.02

Customer's Signature _____

Balance: \$18,989.02

Permanent

MIDTOWN GLASS COMPANY/GLASS, INC.
510 GLEN IRIS DR
ATLANTA, GA 30308

PH:(404) 873-6991 FAX:(404) 873-6994

Federal Tax ID: 58-2115320

| | | |
|------------------|--------------------------------|----------------|
| P/O#: | Cust State Tax ID: COUNTY GOVT | Quote: Q049493 |
| Taken By: | Cust Fed Tax ID: | Date: 6/1/2019 |
| Installer: Quote | Ship Via: | Time: 12:15 PM |
| SalesRep: | Adv. Code: | |

Bill To: DEKALBCOUNTYFACILITY

Sold To: DEKALBCOUNTYFACILITY

DEKALB COUNTY FACILITY MANAGEMENT
4380 MEMORIAL DR
DECATUR, GA 30032

DEKALB COUNTY FACILITY MANAGEMENT
1300 COMMERCE DRIVE
SUITE 300
DECATUR, GA 30030

(404) 297-2502

| Qty | Part Number | Description | List | Disc% | Sell | Total |
|-----|-------------|--|------------|-------|------------|-------------|
| 1 | LABOR | TO INSTALL | \$5,160.00 | 0 | \$5,160.00 | \$5,160.00 |
| 2 | TT-1/4" | (31 1/4" x 76 5/8") 1/4" Tinted Glass Grey Tempered | \$259.95 | 0 | \$259.95 | \$519.90 |
| 2 | TT-1/4" | (31 1/8" x 88 5/8") 1/4" Tinted Glass Tempered | \$300.00 | 0 | \$300.00 | \$600.00 |
| 3 | TT-1/4" | (31 1/8" x 77 3/8") 1/4" Tinted Glass Tempered | \$259.95 | 0 | \$259.95 | \$779.85 |
| 18 | ITT-1" | (48 1/4" x 106") 1" Insulated Tempered Unit - Tinted grey | \$1,271.88 | 0 | \$1,271.88 | \$22,893.84 |
| 11 | ITT-1" | (48 1/8" x 108 1/4") 1" Insulated Tempered Unit - Tinted | \$1,320.12 | 0 | \$1,320.12 | \$14,521.32 |
| 6 | ITT-1" | (46 3/8" x 108 1/4") 1" Insulated Tempered Unit - Tinted | \$1,320.12 | 0 | \$1,320.12 | \$7,920.72 |
| 9 | LEX-1/4" | (94" x 106") 1/4" Lexan | \$1,176.23 | 0 | \$1,176.23 | \$10,586.07 |

CALLER IN BY: KIP ROBINSON (404)-297-2504

CSR: SAM LOVE

DATE ORDER ENTERED: 06/01/2019

METHOD OF PAYMENT: CREDIT CARDS

Thank you for your business.

Installer: Quote

NET 30

Total:

Sub Total: \$62,981.70

Tax: \$0.00

Total: **\$62,981.70**

Proposal -DeKalb County Facility Doors and Blinds Replacement



510 Glen Iris Drive
Atlanta, GA 30308
Tel: 404-873-6991

Prepare for: Kip Robinson
DeKalb County Facility Management
TEL: 404-297-2504 CELL: 470-606-9096
4380 Memorial DR, Decatur, GA 30032
Email: kiprobinson@dekalbcountyga.gov

Prepare by: Joshua Andrews
Glass Inc.
Tel: 404-873-6991
Josh@glassinc.net

Project #: W213718

Date: 06/05/2019

Objective:

Glass Inc. to prepare a proposal to replace doors and blinds at the Maloof and BOA buildings
Locate at: 1300 Commerce Drive, Decatur, GA 30030

Scope of Work:

Glass Inc. will provide, adequate labor, materials and equipments to provide and install the following:

Door Replacement: (\$24,360.00)

1. Supply, furnish, and install YKK narrow-stile 20D door leafs with concealed rod panic devices on interior and c-pull on exterior. These doors will be glazed with 1/4" gray safety glass. These doors will replace existing door leafs in three double-door openings
2. Supply, furnish, and install YKK YES45 (2" x 4-1/2") Non-Thermal, center glazed, bronze anodize Aluminum storefront System for 1" glazing. The approximate total opening size is one 96"x114". This will replace the existing customer service storefront entrance to the Board of Assessors & Property Appraisal Department
3. Supply and glaze storefront system with 1" gray over clear insulated glass units. The glass units are to be Tempered where are required by the city code.
4. Supply and install one 6'x7' YKK 20D narrow-stile, double door entrance. These doors will be glazed with 1/4" gray safety glass. These doors will be installed with concealed rod panic devices and other standard hardware from manufacturer

Blind Replacement: (\$9,449.00)

- 5. Replace 48 damaged blinds in the Maloof Building and Board of Assessors Building. Blinds to be 1" aluminum mini-blinds to match existing. Pull string on right, blind tilt wand on left.

All measurement is for estimating only. The final sizes are according to the final measurement when the openings are ready.

Warranty:

| | | |
|--------------|-----------------------|------------|
| Glass, Inc. | Labor and Material | One Year |
| Manufacture: | Aluminum | Five Years |
| | Insulated Glass Units | Five Years |

Price:

Materials, Labor, and Equipments; Tax Included: **\$33,809.00**

General Notes and Qualifications:

- 1. Price may vary upon review of contract documents.
- 2. General Contractor to provide sufficient anchorage.
- 3. Shop drawing is not included, extra charge upon request.
- 4. This proposal is contingent upon all inclusions, exclusions and qualifications.
- 5. All items not included in the above scope of work are excluded.

Accepted by:

_____ Print Name: _____ Date: _____

MG Glass, Inc.
 3838 Green Industrial Way
 Atlanta, GA 30341 US
 (770) 452-9494



ESTIMATE

ADDRESS

Kip Robinson
 Dekalb County Georgia
 1300 Commerce Drive
 Suite 300
 Decatur, GA 30030
 (404) 297-2504

SHIP TO

Maloof Building
 Dekalb County Georgia
 1300 Commerce Drive
 Decatur, GA 30030
 (404) 297-2504

ESTIMATE # 4145

DATE 06/05/2019

EXPIRATION DATE 07/08/2019

SHIP VIA

Our trucks

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|--------|-----------|
| Insulated Glass Gray tempered over clear tempered insulated glass, block size 48" x 110" | 35 | 427.71 | 14,969.85 |
| Insulated Glass Gray tempered over clear tempered insulated glass, block size 62" x 84" | 1 | 421.89 | 421.89 |
| Door Lite 3/16" Gray tempered, block size 32" x 90" | 1 | 86.40 | 86.40 |
| Door Lite 3/16" Gray tempered, block size 32" x 78" | 4 | 74.87 | 299.48 |
| Misc. Parts Butyl tape, silicone, small incidentals as needed. | 1 | 508.00 | 508.00 |
| Labor 2 4 skilled technicians | 30 | 260.00 | 7,800.00 |

All work and deliveries performed during daylight hours Monday through Friday.
 (Weekend work is available at extra cost).

TOTAL

\$24,085.62

All workmanship and new materials are warranted against defects for a period of one-year from date of completion.

All insulated windows carry a manufacturer's ten-year warranty against seal failure, parts only.

Any new metal components are not included in our estimate but are available at extra cost, if needed.

Emergency Request Recommendation

Technician: Lola Awonusi

Company: Midtown Glass Company DBA Glass, Inc.

This emergency request is in response to the vandalism of the windows and doors of the Maloof Administration and Annex Buildings which took place at 10:00pm on the Friday, 31st of May 2019. Approximately 38-41 windows and glass doors were broken and damaged.

Due to the imminent threat and disturbance of activities at these buildings, as offices were exposed to the outside environment and buildings unsecured, the damaged glass doors and windows needed to be replaced before start of business the next Monday.

The User department noted that three (3) glass companies were contacted, Hawk Construction (LSBE), Midtown Glass and MG Glass. Only Midtown Glass responded with a quote and committed to completing the work before Monday. MG Glass provided a quote by Wednesday when the work was already done, and Hawk Construction only sent in an informal estimate via text message.

The User department also noted that a total of three (3) quotes was received from Midtown Glass. Quote No. 1 was for the temporary glass and windows that needed to be in place before the next business day after the event. Quote No. 2 was for permanent glass and windows scheduled to be fixed on the 8th of June, however due to weather conditions, was fixed on the 16th of June. Quote No. 3 is for the blinds and door frames also damaged during the vandalism, scheduled to be installed on the 22nd of June.

Midtown Glass is not a certified LSBE vendor but has an existing contract with the Department of Public Works- Fleet Maintenance. The Company has also been doing business with the County since 2004.

I recommend approval of this emergency request, and currently preparing the agenda item for the next BOC meeting.