



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.

Honorable Board of Commissioners
DeKalb County, Georgia

Re: Emergency Purchases

Within the Snapfinger Wastewater Basin, there are 15 capacity related Priority Fix List (PFL) sites along the Shoal Creek Trunk, Cobb Fowler South Trunk, and Doolittle Trunk, that historically experience Sanitary Sewer Overflows (SSOs) during rain events. SSOs are shown to have adverse impacts on human health and the environment through direct contact of sanitary sewage to waters of the state, violating the Clean Water Act and the Georgia Water Quality Control Act. The County has completed project designs, has schedules in place, and have already initiated two contracts (out of several contracts) to expand system capacity and address these sites. However, due to the extensive nature of these projects (miles of large sewer pipe installation going under I-285, I-20 and several state highways and within communities), the projects are not scheduled to be complete until 2037.

The Department of Justice, the Georgia Attorney General's Office, the Environmental Protection Agency, and the Environmental Protection Division are now mandating that while these scheduled projects are being constructed, that the County perform additional unplanned and unanticipated projects to reduce the size and occurrence of SSOs in the interim, at the risk of severe stipulated penalties. The County is committed to reducing the impact of SSOs at PFL sites to the community by assigning work on an emergency basis to various contractors to perform:

1. temporary bypass pumping for an additional intake to the wastewater treatment plant;
2. temporary treatment capacity membrane purchase until the new membrane system is purchased and installed in cluster 5 and 6;
3. emergency construction to increase the resilience at the treatment facility and treatment capacity; and
4. installation of interim in basin mini-storage pipes.

DWM does not have current contracts to complete these unexpected projects and would like to issue multiple emergency contracts to on board various vendors as described in the attached non-competitive purchase requests.

Maria Houser
Director Environmental Compliance, CIP and Consent Decree
DeKalb County Government
Manuel J. Maloof Center | 1300 Commerce Drive | Decatur, GA 30030 Email:
mvhouser@dekalbcountyga.gov
Website: www.dekalbcountyga.gov
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Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Watershed Management

Department Contact Person: Kenneth Gobin Telephone: 770 414-2385

Email: tstrickland@dekalbcountyga.gov

Requisition Number: _____ Suggested Supplier: Cole Electric Technology

Estimated Amount of Purchase: \$4,277,957.00

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

~~Snappinger AWTP Influent Lift Station Pumping System Condition Assessment System Upgrades~~

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

1. Date and Time of Emergency Occurrence: Ongoing situation

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):

Historical repairs with updated pricing.

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) Reginald Wells Signature: Reginald Wells Digitally signed by Reginald Wells Date: 2026.03.20 10:02:32 -04'00' Date: 3/20/2026

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

Procurement Agent (Typed/Printed Name) Njeri Thorpe Signature: Njeri Thorpe Digitally signed by Njeri Thorpe Date: 2026.03.26 15:16:16 -04'00' Date: 3/26/26

Procurement Manager (Typed/Printed Name) Victor Wills Signature: Victor Wills Digitally signed by Victor Wills Date: 2026.03.26 16:18:48 -04'00' Date: 3/26/26

Approved Not Approved

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

(Additional information, attach pages if required):

This is an emergency due to the pumping capabilities of the old ILS pumps (4). With the expansion there has become an issue where we cannot pump 80 million gallons of sewage into the new plant during high flow situations. This will cause a public health matter and environmental hazard for the south river and other waters of the state. This problem has arisen due to the decision to delay the building of a new pump after the phase 2 construction was completed. The pumping dynamic has changed to put more strain on the pumps that were designed in the 1980's. This pump station is fighting a new pump dynamic with the new plant design. By rebuilding the pumps, motors and some auxiliary equipment we can get back to the original pumping efficiency to move sewage into the plant for processing. If we do not rehab the pumps and motors we could lose pumping capacity resulting in sewer spills. These motors have not be rehabilitated in 13 years and the pumps are due for rehab at this point in time. Please consider this as an emergency due the frequent storms and excessive rainfall will put a strain on our sewer system with increased water requiring more flow to be pumped and treated.



3980 Martin Luther King Jr. Drive
 Atlanta, GA 30336
 Phone: 404 - 691 - 9119
 Fax: 404 - 472 - 1205
 www.coletechnologyinc.com

January 8, 2026

DeKalb County Watershed Management
 1300 Commerce Drive
 Decatur, GA 30030

Attention: Mr. Kenneth Gobin
Facility: Snapfinger AWTP Influent Lift Station Pumping System
Project: Condition Assessment and Five-Year Expenditure Budgeting for System Upgrades

The Influent Lift Station (ILS) is a critical component of the DeKalb Snapfinger Creek Advanced Wastewater Treatment Facility, and reliable pump operation is essential to maintaining continuous influent conveyance. Failure of one or more ILS pumps would create emergent operating conditions with the potential for significant operational and regulatory impacts.

Cole Technology, Inc. (Cole) has completed a condition assessment of each pump position based on available service history, operating data, observed performance, and known mechanical and hydraulic conditions. The results of this assessment are presented to DeKalb as a five-year budgetary planning proposal intended to address critical risks, restore equipment condition, and support continued operation of the ILS pumping system.

The recommendations provided herein are not intended to represent a comprehensive evaluation of every component or system within the ILS. Rather, they focus on the equipment and infrastructure that Cole has identified as requiring attention based on experience, documented service history, and current operating conditions. Successful planning and execution of the recommended work over the next five years will allow the ILS to continue operating reliably and may improve overall pumping performance and capacity while supporting DeKalb’s long-term operational goals.

Based on this assessment and the recommended repair and upgrade planning outlined in Sections 2 and 3, the total estimated five-year expenditure for the ILS pumping system is **\$4,277,957.00**.

We are available to discuss the information and recommendations presented herein in further detail at DeKalb’s request.

Sincerely,

Graham Inman
 Municipal Account Manager
 Cell: 770-861-2373
graham@coleelectricms.com

cc: Chris Crawford, Cole Technology, Inc.
 Carly Campbell, Cole Technology, Inc.

Section 1 – Total Budgetary Summary and Notes

1. Total Estimated 5-Year Budget Summary

TOTAL ESTIMATED 5-YEAR EXPENDITURE\$4,277,957.00

- Expenditures are cumulative over five years and would be incurred progressively based on DeKalb approval, equipment procurement, delivery, and execution of work. All work will be performed in accordance with Cole Technology, Inc.’s applicable Contract Purchase Agreements with DeKalb.

2. Budgetary Notes

- The budgetary items presented in this report are planning-level estimates only and are not intended to represent final construction, procurement, or repair costs.
- The budget includes recommended pump overhauls, motor reconditioning or replacement (as required), valve exercising and inspection, base refurbishment, preventative maintenance activities, and select system upgrades.
- No engineering analysis has been performed to evaluate hydraulic losses or system constraints outside of the ILS building. Pump capacity is therefore assumed to be limited by the original design specifications of the pumps and the physical and hydraulic constraints of the existing ILS facility.
- The budget does not represent a comprehensive replacement of all ILS equipment and systems, but rather focuses on known deficiencies, high-risk components, and critical spare parts identified during the assessment.
- Any component, system, or activity not explicitly identified in the sections below is not included in the recommended scope of work or associated budget. Excluded items include, but are not limited to, the following:
 - Replacing other valve components like the 36-inch plug valves or knife jack valves
 - Replacing associated piping, elbows, and fittings
 - Service or replacing variable frequency drives (VFDs)
 - Service or replacing switchgear, transformers, electrical distribution equipment, and controls
- If a component, system, or activity is not explicitly described in the sections below, it is not included in the recommended scope of work or associated budget.
- As conditions are further evaluated during detailed inspection and execution, some budgeted items may be deemed unnecessary, while additional scope items (adders) may be identified. Any changes in scope will be priced and submitted to DeKalb for review and approval prior to execution.
- All pricing is subject to change at any time due to OEM pricing updates, material availability, market conditions, lead times, escalation, and other factors beyond Cole’s control.

Section 2 – Current ILS Pumping System Positions and Equipment

1. Position No. 1

- **Pump Serial No.: K3E11060078**
 - **Operating Condition (June 2025):** 15.49 MGD @ 490 RPM
 - **Pump Last Repaired:** December 2020 (1PR11055)
 - **Seal Type:** Chesterton 687487 Split Seal
 - **Motor Last Repaired:** *No record of service*
 - **Valves:** *No record of service*
 - **Pump Base Condition:** *No record of service*

- **Condition History and Assessment**
 - The pump was last repaired in December 2020 following failure of the packing sleeve and was upgraded from a packed arrangement to a mechanical seal. At that time, excessive wear was noted on the pump shaft and impeller, as well as concerns with the condition of the pump base. Due to operational time constraints, replacement of the shaft and impeller was deferred to return the unit to service.
 - Current operating performance indicates reduced capacity relative to design expectations. The observed operating condition suggests continued hydraulic inefficiency consistent with worn rotating components.

- **Recommendation**
 - It is recommended that the pump and motor be removed for overhaul repairs to restore hydraulic performance. During the planned outage, the discharge valve assemblies should be fully inspected and exercised, and the pump base and motor stand should be cleaned, inspected, and refurbished as required.

- **5-Year Budget Estimate.....\$752,325.00**
 - Comprehensive Pump Upgrade.....531,701.00
To restore mechanical and hydraulic condition to like new with all new wear components
 - Motor Recondition.....55,752.00
 - Field Service.....82,059.00
Complete removal, reinstallation and rigging
 - Complete Valve Exercising.....38,800.00
Flush and remove grit from both valves and base elbow, exercise, replace packing and gaskets, paint
 - Base Work.....24,013.00
Clean, inspect, paint
 - Annual Preventative Maintenance.....4,000.00 per year
*Yearly: Clean the equipment, check grease and oil levels, inspect seal lines and cartridge seal, offline ADX testing
 Quarterly: Take and record baseline and running data on pump and motor*

Section 2 – Current ILS Pumping System Positions and Equipment

2. Position No. 2

- **Pump Serial No.: K3E11060078-1**
 - **Operating Condition (June 2025):** 20.10 MGD @ 490 RPM
 - **Pump Last Repaired:** June 2022 (1PR11475)
 - **Seal Type:** Chesterton 687487 Split Seal
 - **Motor Last Repaired:** June 2018 (1FR11608)
 - **Valves:** Exercised April 2022 (1PR11139-03)
 - **Base:** Inspected and painted June 2022 (1PR11139-02)
- **Condition History and Assessment**
 - This pump received a partial overhaul in 2022, which included installation of a new suction front head and wear rings. The repair resulted in improved operating performance, demonstrating the effectiveness of restoring major wear components and hydraulic clearances, even with only partial component replacement.
- **Recommendation**
 - To preserve the current performance, it is recommended that this unit receive routine preventative maintenance, including planned quarterly and annual testing, and that a comprehensive overhaul of pump and motor be evaluated and planned within the next five to seven years.

▪ **5-Year Budget Estimate.....\$728,312.00**

Comprehensive Pump Upgrade.....	531,701.00
<i>To restore mechanical and hydraulic condition to like new with all new wear components</i>	
Motor Recondition.....	55,752.00
Field Service.....	82,059.00
<i>Complete removal, reinstallation and rigging</i>	
Complete Valve Exercising.....	38,800.00
<i>Flush and remove grit from both valves and base elbow, exercise, replace packing and gaskets, paint</i>	
Annual Preventative Maintenance.....	4,000.00 per year
<i>Yearly: Clean the equipment, check grease and oil levels, inspect seal lines and cartridge seal, offline ADX testing</i>	
<i>Quarterly: Take and record baseline and running data on pump and motor</i>	

Section 2 – Current ILS Pumping System Positions and Equipment

3. Position No. 3

- **Pump Serial No.: K3E1060078-3**

- **Operating Condition (June 2025):** 18.39 MGD @ 490 RPM
- **Pump Last Repaired:** April 2020 (1PR10963)
- **Seal Type:** Packing
- **Motor Last Repaired:** September 2013 (54404)
- **Valves:** *Inspected 2020; GA Industries swing check valve requires service*
- **Base:** *No record of service*

- **Condition History and Assessment**

- This unit is overdue for a major overhaul. In 2020, emergency repairs were performed to return the pump to service ahead of the wet season. An aftermarket impeller was installed due to severe wear and damage to the original impeller. Shaft replacement was recommended at that time but deferred due to time constraints.
- Historically, the pump operated for extended periods with excessive packing leakage, resulting in contamination and deterioration of the base and surrounding components. The position has experienced persistent high vibration and bearing temperatures.
- Based on operating behavior and inspection history, these conditions are believed to be significantly influenced by improper operation of the 36-inch GA Industries swing check valve. Incomplete valve opening results in elevated discharge head, vibration, bearing heating, and potential cavitation. Temporary motor trim balancing performed in May 2020 mitigated symptoms but did not address root causes.

- **Recommendation**

- This position is considered a high priority. A full pump overhaul is recommended, including conversion to a mechanical seal arrangement and replacement of all wear components. The motor should be reconditioned or replaced as required. During the planned outage, the previously ordered GA Industries swing check valve parts should be installed, and the discharge valve assemblies should be fully inspected and exercised. The pump base and motor stand should also be cleaned, inspected, and refurbished as required.

- **5-Year Budget Estimate.....\$786,060.00**

Comprehensive Pump Upgrade.....561,436.00

To upgrade to a mechanical seal arrangement and restore mechanical and hydraulic condition with all new wear components

Motor Recondition.....55,752.00

Field Service.....82,059.00
Complete removal, reinstallation and rigging

Complete Valve Exercising.....42,800.00
Flush and remove grit from both valves and base elbow, exercise, replace all parts, paint

Base Work.....24,013.00
Clean, inspect, paint

Annual Preventative Maintenance.....4,000.00 per year
*Yearly: Clean the equipment, check grease and oil levels, inspect seal lines and cartridge seal, offline ADX testing
Quarterly: Take and record baseline and running data on pump and motor*

Section 2 – Current ILS Pumping System Positions and Equipment

4. Position No. 4

- **Pump Serial No.: 10633250**
 - **Operating Condition (November 2025):** 25.78 MGD @ 490 RPM
 - **Pump Last Repaired:** New; Installed November 2025 (1FR13623)
 - **Seal Type:** Chesterton 687487 Split Seal
 - **Motor Last Repaired:** December 2014 (1FR10243)
 - **Valves:** *No record of service*
 - **Base:** Inspected and Painted November 2025 (1FR13623)

- **Condition History & Assessment**
 - This pump is operating satisfactorily following replacement of the previous pump with a new Fairbanks unit originally purchased in 2020 and installed after correction of the suction front head. Current performance meets operational expectations.

- **Recommendation**
 - Continued monitoring and implementation of standard preventative maintenance practices are recommended, along with planning for motor reconditioning based on the motor’s last service date. During the planned outage for motor reconditioning, the discharge valve assemblies should be fully inspected and exercised.

- **5-Year Budget Estimate.....\$146,552.00**
 - Motor Recondition.....55,752.00
 - Field Service.....32,000.00
Motor removal, reinstallation and rigging
 - Complete Valve Exercising.....38,800.00
Flush and remove grit from both valves and base elbow, exercise, replace packing and gaskets, paint
 - Annual Preventative Maintenance.....4,000.00 per year
Yearly: Clean the equipment, check grease and oil levels, inspect seal lines and cartridge seal, offline ADX testing
Quarterly: Take and record baseline and running data on pump and motor

Section 2 – Current ILS Pumping System Positions and Equipment

5. Spare Pump Unit

- **Pump Serial No.: K3E1060078-2**
 - **Operating Condition (June 2025):** *Unknown*
 - **Pump Last Repaired:** Currently In Shop for Repair (1PR12247)
 - **Seal Type:** Packing
- **Condition History & Assessment**
 - The unit was last repaired in September 2013 prior to removal from Position No. 4 in November 2025. When attempting to evaluate operating condition and capacity in June 2025, the pump was unable to operate independently without tripping, preventing collection of reliable performance data. Historically, this pump operated for extended periods with excessive packing leakage, resulting in chronic leakage-related wear and contamination of internal components.
- **Recommendation**
 - Based on the evaluation performed, this pump requires a complete overhaul. The impeller is severely corroded and degraded. Recommended repairs include conversion to a mechanical seal arrangement and replacement of all wear components to restore the unit to a reliable spare condition.
- **5-Year Budget Estimate.....\$561,436.00**
 - Comprehensive Pump Upgrade.....561,436.00
*to upgrade to a mechanical seal arrangement and restore
mechanical and hydraulic condition with all new wear
components*

Section 3 – Upgrades and Components

This section identifies recommended equipment upgrades and critical components to support planned pump overhauls, reduce outage risk, and maintain system reliability over the five-year planning period.

1. New Fairbanks Pump Parts

- **Recommendation**

- Immediate procurement of critical wet-end components is recommended, with four complete sets ordered to support three scheduled pump overhauls and one spare inventory set.

- **5-Year Budget Estimate.....\$502,715.00**

Impeller.....	111,249.00	<i>each (Qty 1)</i>
Volute.....	317,287.00	<i>each (Qty 1)</i>
Fronthead.....	48,979.00	<i>each (Qty 1)</i>
Chesterton Cartridge Seal.....	25,200.00	<i>each (Qty 1)</i>

2. New US Motor(s)

- **Recommended**

- Due to age and service history, it is recommended that procurement of up to four new motors be planned over the five-year period to mitigate operational risk, address unserviceable conditions as they arise, and maintain adequate spare capacity.

- **5-Year Budget Estimate.....\$506,260.00**

US TITAN Vertical Solid Shaft Motor.....	126,565.00	<i>each (Qty 4)</i>
<i>400HP, 460V, 5813VP, 514RPM</i>		

3. ILS Seal Water Line Replacement

- **Recommended**

- Replace the aged seal water piping system serving the ILS station, including water lines supplying each pump’s packing and seal flush system, to ensure reliable seal operation and long-term system integrity.

- **5-Year Budget Estimate.....\$52,000.00**

Seal Water Line Replacement.....	52,000.00
<i>All material and labor to replace aged seal water system</i>	

4. GA Industries Figure 250 Swing Check Valve

- **Recommended**

- Due to the age and service history of the four 36-inch GA Industries swing check valves, it is recommended that procurement be planned for the potential replacement of at least one valve within the five-year period.

- **5-Year Budget Estimate.....\$242,297.00**

36-inch GA Industries Swing Check Valve.....	115,630.00	<i>each (Qty 1)</i>
Field Service Rigging and Installation.....	126,667.00	