



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

Requesting Department: Police Services
 Department Contact Person: Lt. C Rorey Telephone: 7247491
 Email: crorey@dekalbcountyga.gov

Requisition Number: 910128 Suggested Supplier: Enviromasters
 Estimated Amount of Purchase: \$ 133,952.00
 Detailed Description of the Goods or Services to be purchased: Disinfecting of all Police Buildings/locations to prevent the spread of COVID-19 for 26 weeks

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

1. Date and Time of Emergency Occurrence: 3/8/20 1 to present

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

Enviromaster SaniGuard Virus Vaporizer program is designed to kill a broad spectrum of pathogens on surfaces. It involves an electrostatic spraying of a hospital-grade disinfectant on all high touch points (i.e. door handles, desks, keyboards, etc.). We need this service to combat COVID-19.

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

Quote from vendor

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) Mirtha V. Ramos Signature: [Signature] Date: 3/2/2021

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

Procurement Agent (Typed/Printed Name) Michele L. Smith Signature: [Signature] Date: 3/2/2021

Procurement Manager (Typed/Printed Name) Delois Robinson Signature: [Signature] Date: 3/2/2021

Approved Not Approved

Signature: Cathryn Homer, Director, Department of Purchasing and Contracting Date: _____
 P&C Rev. 12/13/2018