



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

Requesting Department: Airport  
 Department Contact Person: Mario Evans Telephone: 770 936-5440  
 Email: maevans@dekalbcountyga.gov

Requisition Number: \_\_\_\_\_ Suggested Supplier: Astra  
 Estimated Amount of Purchase: \$ 235,600.00  
 Detailed Description of the Goods or Services to be purchased: Emergency repair of storm water pipe. Fill and compact dirt with aggregate base then paving.

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

1. Date and Time of Emergency Occurrence: 10/26/17 PA

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:  
sink hole under taxiway at airport. Safety risk to all aircraft and airfield personnel.

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

**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.  
See Attached Page

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

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): Mario Evans Signature: \_\_\_\_\_ Date: 10/23/17

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

Procurement Agent (Typed/Printed Name) Nyree Pugh Signature: \_\_\_\_\_ Date: 10/24/17

Procurement Manager (Typed/Printed Name) Phyllis A Head Signature: \_\_\_\_\_ Date: 10/24/17

Approved  Not Approved

Signature: Rad. Clark, Director, Department of Purchasing and Contracting Date: 10/25/17

P&C Rev. 9/21/2017

*Complete Ratification Consideration for December 2017 BOC meeting.*

**Print Form**

Date: 10/24/17

Additional Information:

Requisition Number: 733197

Requesting Department: Airport

Suggested Vendor: Astra Group

The User Department obtained three (3) quotes, with Astra Group's quote being the lowest, responsive and responsible. This will not obligate the County to future projects of this nature to Astra Group.

The sink hole is located under the taxiway at the airport. This presents an immediate threat to the public and the aircrafts. County services has been impacted. Astra Group currently has a contract with the County, but the contract does not has a contingency for unforeseen occurrences. The Airport will be utilizing the Airport's emergency fund for this emergency. A BOC agenda item for ratification of this purchase will be completed and submitted for BOC approval.