



## **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.

#### **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.



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

Requesting Department: Watershed Management  
Department Contact Person: Francois Daudier Telephone: 770 6217203  
Email: fkdaudier@dekalbcountyga.gov

Requisition Number: 3018371 Suggested Supplier: irth Solutions  
Estimated Amount of Purchase: \$ 199,018.68  
Detailed Description of the Goods or Services to be purchased: 3 year agreement to bill annuall  
Provides a mobile solutions to damage prevention tickets and map integration

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

1. Date and Time of Emergency Occurrence: \_\_\_\_\_

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):

☒ **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):

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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.

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

See Page 3

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) David Hayes Signature: David Hayes Digitally signed by David Hayes  
Date: 2024.12.20 14:31:19 -0500 Date: 12/20/24

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

Procurement Agent (Typed/Printed Name) Tina L. Richardson Signature: Tina L. Richardson Digitally signed by Tina L.  
Richardson  
Date: 2024.12.23 09:34:27 -0500 Date: 12/23/24

Procurement Manager (Typed/Printed Name) Crystal Creekmore Signature: Crystal Creekmore Digitally signed by Crystal Creekmore  
Date: 2025.01.13 19:35:31 -0500 Date: 1/13/25

☐ Approved ☐ Not Approved

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

(Additional information, attach pages if required):

1. UtiliSphere is a mobile field workforce software that optimizes utility and energy organizations' field workforce enabling them to maximize the performance of critical assets while ensuring workforce and public safety and meeting government regulations. UtiliSphere collects and provides access to data in the field, automates and improves work flow processes around assets, and increases visibility and decision making to improve performance. It is a location and dig Request ticket Management System that will be used by the DeKalb County GIS, Locating and DeKalb Watershed Management. The cloud based app works along with GA811 to protect and manage their underground assets and facilities. Allows user to have access to data/tickets in the field, which automates and improves work flow processes around assets; allows organizations to track and approve items by users; screen and filters can be created to quickly see and find tickets for review.
2. We may purchase additional software from irthnet in the future to enhance the systems that are already in place. This requisition is for annual maintenance renewal.
3. If Utilisphere is not approved, the Department of Watershed Manage Locating Department will not be able to conform with the GA 811 System.

This Sole Source agreement is for periods covering 2025-2028. The total amount of \$199,018.68 includes Invoice SIR009354 in the amount of \$48,649.12 was paid with check 30022799 fully paid May 24, 2024 PO 1377624. The current Sole Source is in the amount of \$150,369.56.

## Public Notice of Proposed Award of Sole Source Procurement

### Section A – Description of Proposed Sole Source Procurement

**Description of Supplies/Services:** Irth Solutions, LLC

**Demonstration of Contractor’s Unique Qualifications:** Irth Solutions, LLC is the sole provider of UtiliSphere Software.

### Section B – To Be Completed by the Department of Purchasing and Contracting

#### Market Survey Results

**Date Public Notice posted on website:** May 15, 2024

**Date Public Notice closed:** May 22, 2024

#### Review of Offers

**Were any offers received (Yes/No):** No

**Number of offers received:** 0

**Responders:** 2

#### **Purchasing Agent review and recommendation:**

Irth Solutions is a provider of market-leading SaaS platforms for the utility and energy industries, with a proven track record since 1995 in GA811 ticket management. Their solutions, including UtiliSphere software, use business data, analytics, and maps to improve awareness, simplify operations, and reduce risks for utility and telecom companies.

UtiliSphere is a cloud-based solution that helps DeKalb County manage utility locate requests for critical underground assets, such as water, sewer, and fiber, while ensuring regulatory compliance with GA811. It automates workflows, provides real-time field data, and offers customizable ticket management to optimize operations and ensure safety. While other vendors offer UtiliSphere software, Irth Solutions has been a trusted partner with a fully integrated platform with DeKalb County workflows. Switching vendors would require significant time and resources for re-onboarding and training, potentially disrupting operations. Without UtiliSphere, the County would face operational inefficiencies, unnecessary costs, and additional training burdens, while also risking non-compliance with GA811, leading to delays and safety concerns.

The Department of Watershed Management's purchase request, totaling \$199,018.68, covers a three-year UtiliSphere software subscription renewal for the period 2025-2028, along with a ratification of the \$48,649.12 subscription fee for the March 2024 to February 2025 term under Purchase Order No. 1377624. Irth Solutions has accepted the terms and conditions of DeKalb County for this purchase. This purchase will ensure continued compliance with GA811 regulations, maintain efficient operations, prevent the operational disruptions and additional training associated with switching vendors.

Irth Solutions has been doing business with DeKalb County for 19 years. Currently, there is no active contract on file with Irth Solutions; however, Irth Solutions has been providing software and maintenance services totaling \$532,618.15. The total amount spent within the last 12 months with Irth Solutions is \$48,649.12.

My recommendation is to approve the single-source request to purchase UtiliSphere software from Irth Solutions to ensure continued GA811 compliance, maintain operational efficiency, and avoid unnecessary disruptions, costs, and trainings associated with vendor changes.

Tina L.  
Richardson

Digitally signed by Tina L. Richardson  
Date: 2024.12.23 16:14:14 -05'00'

12/23/24

Agent Signature

Date

Crystal  
Creekmore

Digitally signed by Crystal  
Creekmore  
Date: 2025.01.13  
19:34:10 -05'00'

1/13/25

Procurement Manager Signature

Date



10/15/2024

Dekalb County Water & Sewer  
1300 Commerce Drive  
Decatur, GA 30030

Attention: Purchasing and Contracting

This letter has been written to confirm that irth Solutions LLC owns, operates and is the sole provider of UtiliSphere, a system through which irth Solutions provides certain services that, among other things, collect, analyze and reports on data entered into its system.

UtiliSphere provides certain functionalities including Damage Prevention (ticket management, standbys, field meets, patrols, etc.), claims management, right-of-way management, field workforce data collection, & field workforce analytics. UtiliSphere is proprietary software provided solely by irth Solutions LLC.

The price for the above-named product has been submitted as a quote for 3 years (2025-2028) because of exclusive distribution and marketing rights.

Sincerely,

A handwritten signature in black ink that reads 'Joe Pardi'.

Joe Pardi  
CFO



5009 Horizons Dr  
Columbus, OH 43220

## INVOICE

INVOICE #: SIR009354  
DATE: 03/01/2024  
CUSTOMER ID: 97  
EMAIL: fkdaudier@dekalbcountyga.gov

**BILL TO:** Dekalb County Water & Sewer  
Accounting Services  
1580 RoadHaven Dr.  
Stone Mountain, GA 30083

**SHIP TO:** Dekalb County Water & Sewer  
Accounting Services  
1580 RoadHaven Dr.  
Stone Mountain, GA 30083

REFERENCE #	PAYMENT TERMS	DUE DATE
PO 1256931; March 2024 - February 2025	Net 30	03/31/2024

ITEM #	DESCRIPTION	# UNITS	UNIT PRICE (USD)	# PERIODS	COST (USD)
Subs-Fixed Utilisphere	Utilisphere Fixed Subscription Fees	1	\$48,649.1200	1	\$48,649.12
				Subtotal	\$48,649.12
				Tax	\$0.00
				Total	\$48,649.12

ADDITIONAL INFORMATION
12 Users 175,000 Tickets 5 GB Attachments

### For ACH Payments:

Bank Name: Key Bank  
Routing Number: 021052053  
Account Number: 96355215  
Account Name: irth Solutions LLC



5009 Horizons Drive, Columbus, OH 43220

## Quote

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**Dekalb County Water & Sewer**

1580 RoadHaven Dr.  
Stone Mountain, GA 30083 United States

**DATE:** 10/29/2024  
**Quote #:** 102924  
**CUSTOMER ID:** 97  
**VALID UNTIL:** 3/31/2025

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**SERVICES:**      **UtiliSphere™**  
Up to 12 Users  
Up to 175,000 Tickets  
Up to 5 GB Attachment Storage

**SERVICE PERIOD:**    **3/1/2025 - 2/28/2028**

**FEES:**                **\$150,369.57**

Description	# Units	Unit Price	# Periods	Price
Utilisphere Fixed Subscription Fees	1	\$48,649.12	1	\$48,649.12
Utilisphere Fixed Subscription Fees	1	\$50,108.59	1	\$50,108.59
Utilisphere Fixed Subscription Fees	1	\$51,611.85	1	\$51,611.85

† Due to the requirement for additional detail regarding project scope and requirements, estimated fees are not final and binding fee commitments for the performance of work.