



Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Sanitation
Department Contact Person: Tracy A. Hutchinson Telephone: 404 294.2177
Email: tahutchinson@dekalbcountyga.gov

Requisition Number: 812071 Suggested Supplier: Otto Environmental Syst
Estimated Amount of Purchase: \$ 206,130.00
Detailed Description of the Goods or Services to be purchased: 4K/35-Gal Blue Roll Carts
1K/65-Gal Blue Roll Carts 1K/65-Gal Green Roll Carts

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

1. Date and Time of Emergency Occurrence: 4/8/19 - Sanitation Division is currently out of 35 gallon roll carts.
2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

The department is presently working with Purchasing on an ITB for renewal of expired contract #964447. The carts are utilized in the county-wide residential garbage & recycling collection process. If not approved, we would not be able to provide and meet the needs of the residents.

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):

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): Tracy Hutchinson Signature: [Signature] Date: 4/8/19

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

Procurement Agent (Typed/Printed Name) Jerrin McKeon Signature: [Signature] Date: 10 April 2019

Procurement Manager (Typed/Printed Name) Phyllis A Head Signature: [Signature] Date: 4/10/19

Approved Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 4/15/19

OK for 4/11/19



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<p>Description Otto Environmental Systems (Expired CPA 964447) - 4K/35-gal blue roll carts (\$33.49 @ \$133,960); 1K/65-gal blue roll carts (\$37.08 @ \$37,080); & 1K/65-gal green roll carts (\$35.09 @ \$35,090)</p> <p>Created By Davis, Sonji S</p> <p>Creation Date 08-Apr-2019 13:54:44</p> <p>Deliver-To Central Transfer Station PW-Sanitation Admin 3720 Leroy Scott Dr. Decatur, Georgia, GA, 30032</p> <p>Justification Requisition to accompany Emergency Request form to Purchasing for purchase of recycling & garbage roll carts for residential distribution.</p>	<p>Status <u>In Process</u></p> <p>Change History No</p> <p>Urgent Requisition No</p> <p>Attachment None</p> <p>Note to Buyer</p>
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Details

Line Description	Need-By	Deliver-To	Unit	Quantity	Delivered Qty	Cancelled Qty	Open Qty	Price	Amount (USD)	Details Order
1 Otto Environmental Systems (Expired CPA 964447) - 4K/35-gal blue roll carts (\$33.49 @ \$133,960); 1K/65-gal blue roll carts (\$37.08 @ \$37,080); & 1K/65-gal green roll carts (\$35.09 @ \$35,090)	23-Apr-2019 00:00:00	PW SANITATION - CENTRAL TRANS STA ADMIN 3720 LEROY SCOTT	US Dollar	206130	0	0	206130	1 USD	206,130.00	

Total 206,130.00

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Agent Determination:

The Sanitation Division of the Department of Public Works is requesting an emergency non-competitive purchase of roll carts. They are requesting 4,000 35-gallon blue carts, and 2,000 65-gallon roll carts to be split evenly between two colors, blue and green. The previous contract expired on December 31, 2018, after the exhaustion of the renewal options in the original Invitation to Bid. Prior to the expiration of the previous contract, CPA No. 964447, P&C advertised and attempted to award a new contract, which was not awarded for various reasons.

Since the expiration of CPA No. 964447, the Sanitation Division (Sanitation) continued to service the public by providing approximately 200 35-gallon carts per week, exhausting the inventory. Currently, over 200 DeKalb Citizens are waiting for the 35-gallon roll cart. Further, the inventory is extremely low on both the blue and green 65-gallon roll carts, which are used for general garbage collection.

P&C and Sanitation are working together to advertise and award a new contract for the Roll Carts. However, a new contract will not be in place for at least 60 days. If this request is not approved, the garbage collection and/or recycling needs of over 1,000 DeKalb citizens will not be met. Per the Purchasing Policy's definition of an emergency, the lack of roll carts would create a loss of an essential government service. Therefore, the emergency purchase is warranted.



Jervai McConico, Procurement Agent

From: McConico, Jervai

Sent: Wednesday, April 10, 2019 10:46 AM

To: Hutchinson, Tracy A <tahutchinson@dekalbcountyga.gov>; Davis, Sonji <ssdavis@dekalbcountyga.gov>

Cc: Head, Phyllis <phead@dekalbcountyga.gov>

Subject: Emergency Roll Cart Purchase (Requisition No. 812071)

Good Morning,

We are working on the request now, but we need some additional information before it can be processed.

1. What is the minimum number of carts needed to satisfy current demand? 4,000 – 35 gallon blue recycling roll carts, 1,000 65 - green roll carts and 1,000 65 - gallon blue recycling roll carts
2. How many of the 65-gallon carts, in both green and blue, do you currently have? 65 gallon blue carts – we have about 100 and 65 gallon green, we are extremely low And are you certain that you will run out of carts before the new contract is in place? we are completely out of 35 gallon blue recycling roll carts
3. How many of all three carts do you need until the new contract is in place? See the response to question 1
4. What is the delivery time on the carts? 2-3 weeks
5. How did you determine that 4,000 35-gallon, and 1,000 of each 65-gallon cart was the current need? The 35 gallon blue recycling roll cart is the complimentary “free” roll cart for residents participating in the recycling program - between deliveries and resident’s picking up from the Sanitation Admin Bldg – weekly average 150-200

If you have any questions, feel free to reach out at your earliest convenience.

Warmest regards,



Jervai K. McConico | Procurement Agent

DeKalb County Government | Purchasing & Contracting Department

1300 Commerce Drive, 2nd Floor | Decatur, GA | 30030

Phone: (404) 371-6330

jmccconico@dekalbcountyga.gov | www.dekalbcountyga.gov

Productivity, Accountability, Customer Service, Teamwork

Head, Phyllis

From: McConico, Jervai
Sent: Wednesday, April 10, 2019 12:34 PM
To: Hutchinson, Tracy A
Cc: Head, Phyllis; Davis, Sonji
Subject: RE: Emergency Roll Cart Purchase (Requisition No. 812071)

Thank you for the addition information.

We are working on it.

Thanks again,



Jervai K. McConico | Procurement Agent
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jmccconico@dekalbcountyga.gov | www.dekalbcountyga.gov
Productivity. Accountability. Customer Service. Teamwork

From: Hutchinson, Tracy A
Sent: Wednesday, April 10, 2019 11:30 AM
To: McConico, Jervai <jmccconico@dekalbcountyga.gov>
Cc: Head, Phyllis <phead@dekalbcountyga.gov>; Davis, Sonji <:ssdavis@dekalbcountyga.gov>
Subject: RE: Emergency Roll Cart Purchase (Requisition No. 812071)

Please disregard the previous emails - 35 gallon blue recycling roll carts

Total Number of Carts Awaiting Delivery for All Lots:

Total: 422

Kind regards,

Tracy

Tracy A. Hutchinson – Division Director
Certified Landfill, Collection and Recycling Systems Manager
DeKalb County Government
Public Works Department – Sanitation Division

3720 Leroy Scott Drive
Decatur, GA 30032
www.dekalbsanitation.gov

404-294-2177 (office)
404-713-2501 (mobile)
tahutchinson@dekalbcountyga.gov



Head, Phyllis

From: Clark, Talisa R
Sent: Wednesday, April 10, 2019 3:02 PM
To: Head, Phyllis
Cc: Edwards, ShaTausa; Horner, Cathryn G.
Subject: Re: NCPR Form - Sanitation

Phyllis,

This request will have to be approved by the COO because P&C procured this and the UD decided not to award to the lowest, responsive and responsible bidder(s).

My position still is that the UD utilizes the cooperative agreement until the new contract is completed or only procure an amount under \$50,000.00, so an informal RFQ competitive procurement can be obtained.

Please submit all information to the COO and obtain his approval for moving forward as an emergency requested by the UD to BOC for approval. Make sure you copy the UD Director and myself.

Thanks,

Sent from my iPhone

On Apr 10, 2019, at 1:47 PM, Head, Phyllis <phead@dekalbcountyga.gov> wrote:

Good afternoon,

Attached the NCPR Form from Sanitation requesting an emergency purchase of roll carts for your review and/or approval. The UD is currently out of the 35 gallon blue recycling and is running low on the other carts. There is a waiting list of residents for the 35 gallon blue cart. The new ITB will be posted on the web April 15, 2019. I have attached the information from the UD and the agent's determination.

Phyllis A. Head, CPPB, GCPA | Procurement Manager Team B
DeKalb County Government | Purchasing & Contracting Department
1300 Commerce Drive, 2nd Floor | Decatur, GA | 30030
Office: (404) 687-7198 | Cell: (404) 520-5031
phead@dekalbcountyga.gov | www.dekalbcountyga.gov
Productivity, Accountability, Customer Service, Teamwork
<image001.jpg>

<NCPR Form unsigned.pdf>

Head, Phyllis

From: Williams, Zachary L.
Sent: Thursday, April 11, 2019 10:57 AM
To: Hutchinson, Tracy A; Guiles, Zena L.
Cc: Rhinehart, William E. (Ted); Head, Phyllis
Subject: Re: Otto Environmental Roll Cart order - Sanitation Emergency Procurement Request: Requisition #812071

Please provide Zena a copy of the document that you want me to sign.

Sent from my iPad

On Apr 11, 2019, at 10:54 AM, Hutchinson, Tracy A <tahutchinson@dekalbcountyga.gov> wrote:

Good morning, Zach,

Yes, I spoke to Ted – the requested # of roll carts should last about 3 ½ months – enough time to allow the award of the new contract.

It would be greatly appreciated, if you could sign the emergency request form – we currently have over 400 residents waiting on the 35 gallon blue recycling roll carts.

Kind regards,

Tracy

Tracy A. Hutchinson – Division Director
Certified Landfill, Collection and Recycling Systems Manager
DeKalb County Government
Public Works Department – Sanitation Division

3720 Leroy Scott Drive
Decatur, GA 30032
www.dekalbsanitation.gov

404-294-2177 (office)
404-713-2501 (mobile)
tahutchinson@dekalbcountyga.gov

<image002.png>

From: Williams, Zachary L.
Sent: Wednesday, April 10, 2019 5:05 PM
To: Hutchinson, Tracy A <tahutchinson@dekalbcountyga.gov>
Subject: FW: Otto Environmental Roll Cart order - Sanitation Emergency Procurement Request: Requisition #812071

Have you spoken with Ted on this?