



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Sanitation
Department Contact Person: Tina Phan Telephone: 404-294-2708
Email: tphan@dekalbcountyga.gov

Requisition Number: TBD Suggested Supplier: Russell Landscape
Estimated Amount of Purchase: \$1,950,000.00
Detailed Description of the Goods or Services to be purchased: 5-Yard Debris Collection Routes Weekly Residential Service at the North Collection Lot

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

1. Date and Time of Emergency Occurrence: Immediately

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

Russell Landscape will be designated to service 5-yard debris collection routes weekly residential service at North Collection Lot. Delay in collecting materials could cause potential health and safety to the public.

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

See quote

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 A. Hutchinson Signature: [Signature] Date: 6/8/22

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

Procurement Agent (Typed/Printed Name) Tynia Inu Umoru Signature: [Signature] Date: 6/9/2022

Procurement Manager (Typed/Printed Name) Jovan Hooper Signature: [Signature] Date: 6/9/2022

For Phyllis A. Head

Approved Not Approved

Signature: Cathryn Horner, Director, Department of Purchasing and Contracting Date: 6/9/2022

RECOMMENDATION AND COMMENTS

NAME OF PROJECT:	Russell Landscape, – Requisition Number TBD \$1,950,000.00
PURCHASING AGENT:	Tynia Inu Umoru
USER DEPARTMENT:	Public Works - Sanitation
NOTES:	<ol style="list-style-type: none">1) Russell Landscape offers the services to assist in the weekly collection of yard debris at North Collection Lot.2) Russell Landscape will be operating with three crews' members, 8-yard compactor trucks, and F-450 dump trucks. These equipment are needed in order to complete to scope of work.3) Delay in collecting these debris could be a threat to the resident's public health and safety.
RECOMMENDATION:	My recommendation is to approve this emergency services because the avoidance of this services could pose as a risk to Dekalb County communities' public health and safety.