



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

Requesting Department: Fleet Management  
 Department Contact Person: Vernetha Halls Telephone: (404) 297-3281  
 Email: v halls@dekalbcountyga.gov

Requisition Number: 737257 Suggested Supplier: Syn-Tech Systems, Inc.  
 Estimated Amount of Purchase: \$ 120,000.00  
 Detailed Description of the Goods or Services to be purchased: Purchase of Fuelmaster & veeder root software & hardware and installation.

**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):

SEE ATTACHMENT

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.

Yes, we are already obligated to the technology for Fuelmaster and Veeder Root. These are unique systems that are a sole source for DeKalb's fuel management operation. We are only upgrading the technology of the fueling systems we already have in place for the past 20 years.

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

SEE ATTACHMENT

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) Robert Gordon Signature: Robert Gordon Date: 11-24-17

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

Procurement Agent (Typed/Printed Name) Tammy Shew Signature: Tammy Shew Date: 11/29/17

Procurement Manager (Typed/Printed Name) Phyllis Head Signature: Phyllis Head Date: 11/29/17

Approved  Not Approved

Signature: Paul Ceaux Director, Department of Purchasing and Contracting Date: 12/18/17

**Sole Source Request:**

1. Provide and 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.

This request is for an upgrade in the technology of our existing Fuelmaster Systems and Veeder Root Systems, which are the operating systems that manage the fuel for all County vehicles. Our current system is over 20 years old and the technology is being phased out and eventually will be obsolete. Fleet is attempting to be proactive in starting to upgrade our systems, wherein we are already experiencing issues with obtaining repair parts and challenges with downtime on our County network due to old technology trying to communicate with the County software systems. This is propriety technology that is needed to upgrade the existing software and hardware.

The company, Syn-Tech Systems, Inc. is the sole source for the Fuelmaster software and hardware. Syn-Tech designed and developed the software to work with its accompanying hardware – Fuelmaster models 2000, 2500, 2500Plus, 3000, 3500Plus and AIM2 Modules. Also, Syn-Tech Systems hold the copyrights to the Fuelmaster code and patents on the hardware. All software and hardware are developed and maintained by Syn-Tech's engineering department. The fuel management systems are not interchangeable. There are three major components of a fuel management system and all three components must be from the same manufacturer in order for the system to function and to communicate with each other.

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

If we do not upgrade our current system, the County total fueling system will fail at some point. We will not have fuel accountability, will not be able to track fuel usage and the security of the fueling sites will be in jeopardy due to the inability to monitor fuel usage. Our systems are over 20 years old and not compatible with the current digital technology, which has become extremely challenging for the County IT to provide technical support to our outdated systems. Along with the need to upgrade, an upgraded system will also provide significant enhancements to our current fuel operation. With updated technology, Fleet will have access to monitoring tools not currently available, will be able to obtain more quality data from the pumps, will provide improved connectivity, will be able to capture some security measures not currently available and overall will be a great improvement to our fuel data integrity.