



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

Requesting Department: Innovation and Technology

Department Contact Person: Angela Green

Telephone: 470-755-2241

Email: adgreen@dekalbcountyga.gov

Requisition Number: \_\_\_\_\_

Suggested Supplier: Syntech Systems, Inc.

Estimated Amount of Purchase: \$ 345,999.03

Detailed Description of the Goods or Services to be purchased: \_\_\_\_\_

Fuelmaster upgrade for Fleet Management and year two basic maintenance.

**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):

The Fuelmaster system is a proprietary, complex fuel dispensing system. We are upgrading the communications hardware and associated software that only this vendor can perform.

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.

No obligations for future purchases other than on-going maintenance and support similar to all other IT projects.

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

The fuelmaster system dispenses & tracks fuel usage for county vehicles - police, fire, etc. - & without it, that function would be seriously compromised. This upgrade allows us to keep the system modern and functional.

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): \_\_\_\_\_

Signature: 

Signed by: John A. Mandala  
Date & Time: 06 Dec. 2023 14:07:42 EST

Date: \_\_\_\_\_

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

Procurement Agent (Typed/Printed Name) \_\_\_\_\_

Signature: 

Date: \_\_\_\_\_

Procurement Manager (Typed/Printed Name) \_\_\_\_\_

Signature: 

Date: 02/7/24

Approved  Not Approved

Michelle N. Butler

\*See additional User Department supporting information

Signature: \_\_\_\_\_

Director, Department of Purchasing and Contracting

Date: \_\_\_\_\_

**11/30/2023**

**DeKalb County Government  
1300 Commerce Drive, 2nd  
Floor Decatur, GA 30030  
Attn: Phyllis A. Head**

Syntech Systems, Inc. (STS) is the sole source for all FuelMaster Software and Hardware. Syntech Systems, Inc. designed and developed the software to work with its accompanying hardware – FuelMaster model series 2000, 3000, 4000, 5000 and AIM product line. Additionally, STS holds the copyrights to the FuelMaster source code and patents on the accompanying hardware. All software and hardware are developed and maintained by Syntech Systems, Inc.

Fuel Management Systems (FMS) are proprietary and cannot be interchangeable. A fuel management system has three major components: the island controller, the access device that activates dispensers through the island controller, and the system software that provides reports and data. All three components must be from the same manufacturer for the system to operate. The access device (in this case the Prokee read/write key) must be able to fit into a receptacle designed to be received by the island controller and match the information within the correctly designated fields. Or, if using AIM equipment, the island controller must communicate by radio frequency to the vehicle AIM device and vice versa. If the system's hardware and software are Incompatible, the fuel dispensers cannot be activated, or access the transaction data captured by the island controller.

Syntech Systems has engineered its systems to be forward and backwards compatible, allowing for products to be upgraded and integrated with past, current, and future models. All of our customers have the ability to modernize their systems by upgrading software, firmware, or communications without having to purchase a new unit.

If you require further information, please call me at (800) 888-9136, extension 1311.

Sincerely,  
Syntech Systems, Inc.

A handwritten signature in black ink that reads 'Taylor Fenior'.

Taylor Fenior  
Extended Maintenance Specialist  
Taylor.Fenior@myfuelmaster.com

## Public Notice of Proposed Award of Sole Source Procurement

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

Description of Supplies/Services: Upgrade to the Fuelmaster system for Fleet and two-year basis maintenance plan.

Demonstration of Contractor’s Unique Qualifications: The fuelmaster system is a proprietary, complex fuel dispensing system. We are upgrading the communication hardware and associated software that only this vendor can perform

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

#### Market Survey Results

Date Public Notice posted on website: 1/23/2024

Date Public Notice closed: 1/30/2024

#### Review of Offers

Were any offers received (Yes/No): No

Number of offers received: 0

Responders: 0

Purchasing Agent review and recommendation: Recommend award to the single source, Syntech Systems, Inc. 100 Four Points Way Tallahassee, FL 32305. Amount Not To Exceed: \$345,999.03.

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*Lalon Walters*

\_\_\_\_\_ Date

\_\_\_\_\_  
Agent Signature

*Phyllis Head*

\_\_\_\_\_ 02/07/2024 \_\_\_\_\_

Date

\_\_\_\_\_  
Procurement Manager Signature



Syntech Systems, Inc.  
Toll Free 800.888.9136 Phone 878.878.2558  
100 Four Points Way Tallahassee, FL 32305  
[MYFUELMASTER.COM](http://MYFUELMASTER.COM)

**Customer: Dekalb County**  
**Contact: Hilary Jordan**  
**Email: [hwjordan@dekalbcountyga.gov](mailto:hwjordan@dekalbcountyga.gov)**

**Date: 11/14/2023**

**Software Conversion Scope of Work:**

- Stand up Dekalb County software instance.
- Obtain a copy of the existing Dekalb County FMPlus database.
- Review all existing data with Dekalb County stakeholders.
- Import data into FMLive application.
- Create an export file for FASTER in the FMLive report library.
- Provide Dekalb County stakeholders with access to the FMLive application.
- Provide FMLive software training to Dekalb County

**Software Projected Payment Schedule:**

- **Annual FMLive Subscription**
  - The Annual FMLive Subscription is invoiced the day the first batch of hardware ships.
  - Year two of the FMLive Subscription will be invoiced in one lump sum one year from the time Dekalb County is fully operational on FMLive.
- **One Time Fees**
  - The one-time FMLive Services are invoiced the day the first batch of hardware ships.

**Hardware Installation Scope of Work:**

- Install FM Live Upgrade Hardware on (29) Existing Legacy FMU's
- Install Powervar Surge Protection Equipment on (29) Existing FMU's.
- Assist Syntech Support to Stand Up Each FMU and Verify Proper Operation.
- Complete and Submit ATPs for Each FMU Upgrade.

**Hardware Projected Payment Schedule:**

- **Equipment**
  - Equipment is invoiced on the day it ships.
  - If equipment is shipped across multiple business days, there will be multiple invoices.
- **Installation**
  - Hardware installation is invoiced after all sites have been upgraded successfully and completed and signed ATP's have been received.



Syntech Systems, Inc.  
 Toll Free 800.888.9136 Phone 878.878.2558  
 100 Four Points Way Tallahassee, FL 32305  
**MYFUELMASTER.COM**

**Notes and Exclusions:**

- Assume existing FMU's are in service and in proper working order.
- Assume existing fuel dispensers are in working order, no additional troubleshooting or repair of existing equipment.
- No new electrical included except as required to install Powervar inside FMU pedestal.
- Based on installing Powervar in FMU pedestal does not include installation at electrical panel, or any weatherproof enclosures for installation outside of pedestal.
- No TMU interface included. Does not include any troubleshooting or repair of existing TMU interfaces.
- Based on one mobilization to each site, additional mobilizations due to issues arising from hardware, site readiness, access to equipment, etc. will be invoiced as an additional charge at time and material rates.

**Site Name: Dekalb County (Multiple Sites)**  
**Address: 1300 Commerce Dr Decatur, Ga 30030**  
**Equipment: \$ 231,860**  
**FMLive Annual Fee: \$ 27,965.28**  
**FMLive Services (One-Time): \$ 18,152.50**  
**Labor: \$ 37,156.25**  
**Estimated Freight: \$ 2,900**  
**TOTAL: \$ 318,034.03**

**Projected Milestones and Payment Schedule:**

	<b>Item(s) Invoiced</b>	<b>Trigger</b>
<b>Milestone One</b>	FMLive Annual Subscription, FMLive (one-time) Services, First Batch of Hardware	First Batch of Hardware Shipping
<b>Milestone Two</b>	Second Batch of Hardware	Second Batch of Hardware Shipping
<b>Milestone Three</b>	Third Batch of Hardware	Third Batch of Hardware Shipping
<b>Milestone Four</b>	Fourth Batch of Hardware	Fourth Batch of Hardware Shipping
<b>Milestone Five</b>	Labor & Installation Charges	FuelMaster unit(s) upgraded with completed and signed ATPs received

\*Milestone Five may be broken down into separate invoices based on installation team’s schedule\*



**Dekalb County, GA**  
**Year 2**  
**FuelMaster FMLive Service Renewal**

After the initial year of warranty and FMLive service for your FuelMaster system conclude, Syntech provides four customer service levels to choose from:

<b>FMLive Service at Every Level</b>	<b>Basic</b>	<b>Limited</b>	<b>Initial Warranty</b>	<b>Standard</b>	<b>Premium</b>
<b>Cloud Hosting with Cellular Connectivity</b>	X	X	X	X	X
<b>Free Software and Firmware Updates</b>	X	X	X	X	X
<b>Software ONLY Phone Support (8am – 8pm EST Mon. – Fri., Excluding Federal Holidays)</b>	X	X	X	X	X
<b>Software AND Hardware Phone Support with Diagnostics (8am – 8pm EST Mon. – Fri., Excluding Federal Holidays)</b>		X	X	X	X
<b>Free Repair Parts (Excluding Acts of God, Vandalism, User Abuse)</b>			X	X	X
<b>10% Discount on Replacement Parts</b>		X			
<b>Unlimited 24/7 Phone Support and Diagnostics Without Restriction</b>					X
<b>Free Certified Technician Site visits as required</b>					X
<b>Free Surge/Lightning Kits</b>					X
<b>Acts of God coverage</b>					X
<b>29 FMU Annual Cost</b>	<b>\$27,965</b>	<b>\$35,940</b>	<b>Included the first year</b>	<b>\$61,243</b>	<b>\$93,288</b>

# Sole Sources

<b>Project Name</b>	Flat Shoals Park - Replacement Shade Sails (2 Shade Structures) & Traverse Steps
<b>Attachments</b>	<a href="#">Sole Source Notice</a>
<b>Contact</b>	Delores Hill, <a href="mailto:dhill@dekalbcountyga.gov">dhill@dekalbcountyga.gov</a>
<b>Project Name</b>	Fuel Master Upgrade with Synthech System Inc.
<b>Attachments</b>	<a href="#">Sole Source Notice</a>
<b>Contact</b>	L. Deneen Walters, <a href="mailto:ldwalters@dekalbcountyga.gov">ldwalters@dekalbcountyga.gov</a>