
TO: Michelle Butler, CPPO, Chief Procurement Officer

FROM: Danielle Swearingen, Procurement Agent, Team C *Danielle Swearingen*

THROUGH: Willie Moon, Procurement Manager, Team C **Willie Moon** Digitally signed by Willie Moon
Date: 2025.01.14
12:03:56 -05'00'

SUBJECT: Emergency Request – 1500 KW Diesel Generator

DATE: December 16, 2024

On December 16, 2024, Purchasing and Contracting received an emergency request from Emergency Management to purchase a 150KW mobile diesel generator for the DeKalb County Tobie Grant Recreation Center emergency shelter location through Power and Energy Services Inc. They intend to use EMPG and DEMA funds to aid in the cost of procurement. Emergency Management has utilized Power and Energy Services to provide generators for emergency power capabilities, in the event of a power outage, natural disaster, or other catastrophic events.

The purchase of the generator will ensure a reliable backup power source to maintain operations and avoid service disruptions. Tobie Grant is a designated warming shelter, and it is imperative to have back up power in place. Immediate purchase of the generator has become imperative as this location does not have emergency power backup. Emergency Management indicated there were three (3) attempts to obtain quotes. Two (2) vendors responded and submitted their quotes – Power and Energy Services Inc and Esse LLC.

Per correspondence with Emergency Management, Power and Energy Services Inc was selected because the proposed generator is of higher capacity and is better suited for the energy need at this emergency warming site. The County has been doing business with the proposed vendor since 2007, for the purchase, maintenance, and repair of various power supply systems, with an amount spent to date of \$2,091,149.20. There is a current contract in effect with an expiration date of December 31, 2024, however, Tobie Grant Recreation Center is not listed as an approved site.

Failure to outfit this shelter with a generator creates an imminent threat to public health and safety – putting the safety of shelter residents at risk in the event of an emergency.

Based on the urgency, need, and attempt at retrieving quotes, I recommend approval of this emergency purchase request for an estimated amount of \$133,535.00 to ensure reliable power for the emergency warming center.



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Emergency Management

Department Contact Person: Deputy Chief Cary Hollis Telephone: 404-274-7353

Email: chollis@dekalbcountyga.gov

Requisition Number: 3013749

Suggested Supplier: Power & Energy Services

Estimated Amount of Purchase: \$ 133,535.00

Detailed Description of the Goods or Services to be purchased: _____

Generators and Installation

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

1. Date and Time of Emergency Occurrence: 12/11/2024

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

Tobie Grant is a designated emergency shelter location and do not have the capability to act as an emergency shelter if there is no power. It is a designated warming shelter and it is imperative to have power in place. Currently, there is no emergency power backup at this location. Power and Energy Services Inc was selected because the proposed generator is of higher capacity and is better suited for the energy need at this site.

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

Vendors were contacted and quotes are provided.

☐ **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) Cary Hollis

Signature: Cary Hollis

Digitally signed by Cary Hollis
Date: 2024.12.11 12:03:11 -0500

Date: 12/11/24

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

Procurement Agent (Typed/Printed Name) Danielle Swearingen

Signature: Danielle Swearingen Date: 12/16/24

Procurement Manager (Typed/Printed Name) Willie Moon

Signature: Willie Moon

Digitally signed by Willie Moon
Date: 2025.01.14 11:31:52 -0500

Date: 12/16/24



Approved



Not Approved

Signature: Michelle Butler

P&C Rev. 12/16/2018

Digitally signed by Michelle Butler
DN: cn=Michelle Butler, o=DeKalb County Government, ou=Purchasing and Contracting, email=mibutler@dekalbcountyga.gov, c=US
Date: 2025.01.14 11:31:52 -0500
Adobe Acrobat version: 2024.005.20320

Director, Department of Purchasing and Contracting

Date: _____

Print Form

Taylor, Sharla Y.

From: ga.emgrants.com <no-reply@emgrants.com>
Sent: Monday, August 5, 2024 2:05 PM
To: Taylor, Sharla Y.
Cc: Zachary T. Heard
Subject: EMPG Award Notification

Dear Sharla Taylor,

It is my pleasure to announce that your FY 2023 Local Emergency Management Performance Grant (EMPG) Base Award application has been successfully processed and approved. As a result, your organization has been awarded \$50,000.00 in federal funds, and your advance payment is currently being processed by our Preparedness Grants and Programs Department. Upon completion of the payment process, your check will be forwarded to your organization.

This Base Award is funded by the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and includes a minimum 50 percent (cash and/or in-kind) match requirement. Please review and adhere to the 2023 Local EMPG Program Guidance, which is available in the Georgia EMGrantsPro system. In addition, this notification is to serve as your organization's official Statement of Award. Please keep a copy of this information with your grant records. To view/download the EMPG Program Guidance, please [click on this link](#).

Thank you for your commitment to Georgia's citizens and assets. I appreciate your efforts to ensure Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

James C. Stallings
Director
Georgia Emergency Management and Homeland Security Agency (GEMA/HS)

This is an automated email generated by <https://ga.emgrants.com/>, please do not reply.

Project #23046: Application - DeKalb County_OEM23-046


Routing Complete



<div><div>Application Summary</div><div><p>This form outlines all project details, including Scope of Work, all costs, and location worksheets.</p><table><tr><td>Title:</td><td>DeKalb County_OEM23-046</td></tr><tr><td>Total Project Cost:</td><td>\$100,000.00</td></tr><tr><td>Eligible Amount:</td><td>\$100,000.00</td></tr><tr><td>Federal Allocated Amount:</td><td>\$50,000.00</td></tr><tr><td>Funding Sources:</td><td>Federal - \$50,000.00 State - \$0.00 Local - \$50,000.00</td></tr><tr><td>FEMA Obligation Data:</td><td>Federal Number - < no value ></td></tr></table></div></div>	Title:	DeKalb County_OEM23-046	Total Project Cost:	\$100,000.00	Eligible Amount:	\$100,000.00	Federal Allocated Amount:	\$50,000.00	Funding Sources:	Federal - \$50,000.00 State - \$0.00 Local - \$50,000.00	FEMA Obligation Data:	Federal Number - < no value >	<div><div>Grant</div><div><p>2023 Emergency Management Performance Grant Emergency Management Performance Grant Start Date: October 1, 2022 CFDA Number: 97.042</p></div></div>
Title:	DeKalb County_OEM23-046												
Total Project Cost:	\$100,000.00												
Eligible Amount:	\$100,000.00												
Federal Allocated Amount:	\$50,000.00												
Funding Sources:	Federal - \$50,000.00 State - \$0.00 Local - \$50,000.00												
FEMA Obligation Data:	Federal Number - < no value >												
<div><div>Workflow Summary</div><div><table><tr><td>Current Step:</td><td>6) Complete Description: Complete</td></tr><tr><td>Recipients:</td><td>EMPG Field Staff (Full Access (State)), EMPG Program Manager (Full Access (State)), EMPG Grant Specialist (Full Access (State))</td></tr><tr><td>Last Advanced:</td><td>Aug 5, 2024 at 2:03 PM by Thomas Moore</td></tr><tr><td>Last Note Added:</td><td>Aug 5, 2024 at 2:03 PM by Thomas Moore</td></tr><tr><td>Submission:</td><td>Aug 2, 2024 at 10:17 AM by Sharla Taylor</td></tr></table></div></div>	Current Step:	6) Complete Description: Complete	Recipients:	EMPG Field Staff (Full Access (State)), EMPG Program Manager (Full Access (State)), EMPG Grant Specialist (Full Access (State))	Last Advanced:	Aug 5, 2024 at 2:03 PM by Thomas Moore	Last Note Added:	Aug 5, 2024 at 2:03 PM by Thomas Moore	Submission:	Aug 2, 2024 at 10:17 AM by Sharla Taylor	<div><div>Applicant</div><div><p>DeKalb County Emergency Management Agency DeKalb County UEI: FIPS: 089-URFPF-00 FEIN #: 58-6000814 Vendor # (Applicant): 0000014590 DUNS #: 006739131 Type: County Government Physical/Mailing: 1960 West Exchange Place Tucker, GA, 30084</p></div></div>		
Current Step:	6) Complete Description: Complete												
Recipients:	EMPG Field Staff (Full Access (State)), EMPG Program Manager (Full Access (State)), EMPG Grant Specialist (Full Access (State))												
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Submission:	Aug 2, 2024 at 10:17 AM by Sharla Taylor												
	<div><div>Project</div><div><p>F # S #23046 DeKalb County_OEM23-046 Base EMPG Base Award Project POP Deadline: Eligible: \$100,000.00 Un-Expended Eligible: \$100,000.00</p></div></div>												

Introduction

Summary Information

Grant:	2023 Emergency Management Performance Grant
Project Type:	EMPG Base Award
Title:	<div>DeKalb County_OEM23-046</div> <div>Used to help identify the Project. Ex: "Jurisdiction - Project Name".</div>
This application contains Work Activity and Costs in the following areas:	<div>Purchase of Equipment</div> <div>Hold Ctrl key to select multiple areas. More Info </div>
	<div>DeKalb County, GA</div> <div>Cities of:</div> <div>Decatur</div> <div>Scottdale</div> <div>Stone Mountain</div> <div>Lithonia</div> <div>Tucker</div> <div>Dunwoody</div> <div>Doraville</div> <div>Stonecrest</div> <div>List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.</div>
Local Goals / Objectives for this EMPG Grant:	<div>The objective is to purchase generators for emergency backup power to improve designated shelter capabilities in an emergency or natural disaster.</div> <div>For example: enhance warning systems, direction & control, etc.</div>

Primary Contact:	<div>Sharla Taylor - Planning and Research Manager</div> <div>Edit</div> <div>Email Address: sytaylor@dekalbcountyga.gov</div> <div>Phone: 770-724-7989</div>
Alternate Contact:	<div>Zachary Heard - Emergency Management Specialist</div> <div>Edit</div> <div>Email Address: ztheard2@dekalbcountyga.gov</div> <div>Phone: 470-558-7078</div>

Authorized Contact:

Michael Thurmond - Chief Executive Officer

[Edit](#)

Email Address: MLThurmond@dekalbcountyga.gov

Phone: 404-371-2881

Emergency Management
Director:

Joseph Cox - EMA Director

[Edit](#)

Email Address: jkcox@dekalbcountyga.gov

Phone: 404-371-2776

Grant Financial Officer:

Sharla Taylor - Planning and Research Manager

[Edit](#)

Email Address: syttaylor@dekalbcountyga.gov

Phone: 770-724-7989

Project Details

Do you anticipate using
EMPG Funds towards
projects that involve new
construction or installation of
equipment, E.g. generators,
alarm systems, etc?

No

Do you anticipate using
EMPG Funds towards
projects that effect or involve
modification of buildings or
structures 50 years old or
older?

No

Do you anticipate using
EMPG Funds towards
projects for the installation of
new communication towers,
or the replacement of existing
communications towers?

No

Project Description:

The DeKalb County Emergency Management Agency (DEMA) seeks to enhance the designated shelter capabilities by creating more resilient sheltering. DEMA will outfit the Tobie Grant Recreation Center with a portable generator for backup power in an emergency or natural disaster. The portable generator will include a mobile power system to support the emergency shelters.

Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. If multiple sites are involved, provide the summary for each site.

Project Location

Address Line 1:

593 Parkdale Drive

Address Line 2:

City:

Scottdale

State:

GA - Georgia

Zip Code:

30079

Latitude:

Longitude:

Base Award Payment Request

☒ Under penalty of perjury, I certify that to the best of my knowledge and belief that all requirements of the 2022 Performance Partnership Agreement (PPA) with the Georgia Emergency Management & Homeland Security Agency have been satisfied. I hereby request payment of the 2023 EMPG Base Award to cover expenses for the period of Oct 1, 2022 through Sep 30, 2025.
Signed by Sharla Taylor on Jul, 3, 2024 ([clear signature](#))

Mailing Address

Address Line 1:

1960 West Exchange Place

Address Line 2:

City:

Tucker

State:

GA - Georgia

Zip Code:

30084

Federal Funding Accountability and Transparency Act Certification (FFATA)

You shall report the names and total compensation of each of the five most highly compensated executives for the preceding completed fiscal year, if:

- a. in the sub-grantee's preceding fiscal year, the sub-grantee received
 - i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

Are all of the above statements true?

No

Activity Type Details

Specify Equipment To Be Purchased

Item Description	Quantity	AEL Code
Portable generator and switches	1	10GE-00-GENR-Generators

Risk Assessment

Agency Tax Status?

Please specify:

Agency Fiscal Year:
For example: July-June or Jan-Dec

Legal name of the entity to which the FTIN was assigned:

Does the Physical Address on file match your address as listed on SAM.gov?

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Is the Mailing Address on file correct?

1960 West Exchange Place Tucker Georgia 30084

Has your organization been audited in the past 12 months?

Is your organization required to have a single audit conducted in accordance with the Single Audit Act (sub recipient expends \$750,000 or more in federal assistance during its fiscal year)?

Has the A-133 single audit been submitted to primary pass through Party?	Yes
Who was the audit sent to?	Atlanta Regional Commission
What date was the audit sent?	Aug 23, 2023
Did the organization have significant audit findings from your last single audit regarding program non-compliance?	No
If the single audit has not yet been conducted, when will this be completed?	Aug 23, 2023
What type of accounting system do you use?	Automated
Does your organization have written policies and procedures for checks and balances of all fiscal transactions?	Yes
Does your organization maintain for inspection all the books, documents, payroll papers, accounting records and grant files pertaining to sub grant agreements and contracts for a period of three years after the close of the sub-grant?	Yes

Is the Unique Entity Identifier (UEI) on file for your organization correct?

Yes

UEI:

Costs

Fund Allocation

Federal Allocated Amount: \$50,000.00

The EMPG program requires a 50/50 match, which means that in order to be awarded the full allocated amount, the cost for this project must be no less than \$100,000.00. If your total project cost is less than this amount, you will only be awarded up to 50% of your total project cost.

Total Project Cost: \$100,000.00

Balance: \$0.00

Cost Line Items

Classification	Description	Qty		Price	Total
Area					
Purchase of Equipment					
Type					
Equipment	10GE-00-GENR - Generators	1	\$	50,000.00	\$50,000.00
AEL Code (List)					
10GE-00-GENR-Generators					
Area					
Purchase of Equipment					
Type					
Equipment	10GE-00-GENR - Generators	1	\$	50,000.00	\$50,000.00
AEL Code (List)					
10GE-00-GENR-Generators					
Application Total					\$100,000.00
Grand Total					\$100,000.00

Federal Allocation: \$50,000.00

Submitted to Date: \$0.00

Available Balance: \$50,000.00

Funding Sources

Method:

☒ By Percent

☐ By Amount

Funding Source /
Other Agency

Estimated Federal Share:

50

%

\$50,000.00

Estimated State Share:

%

\$0.00

Estimated Local Share:

50

%

\$50,000.00

local non federal funds

Total Allocated:

100

%

\$100,000.00

Documentation

Document Name:

Actions:

Certification re: Lobbying, Debarment, Suspension, and
Drug Free Workplace



DeKalb County Government

178 Sams Street
Decatur, GA 30030

Master

File Number: 2024-1106

File ID: 2024-1106

Type: Resolution

Status: Preliminary Item

Version: 1

**Action
Type:**

Controlling Body: Board of
Commissioners

File Created: 08/29/2024

Subject:

Final Action:

Title:

Commission District(s): All Commission Districts

Grant Acceptance - FY2023 Emergency Management Performance Grant (EMPG),
\$50,000.00

Internal Notes:

Sponsors:

Enactment Date:

Attachments: 23EMPG_AwardNotificationEmail_080524, 2023
EMPG (DEMA) Certifications-Regarding-Lobbying-
-Debarment--Suspension-And-Other_072224
(signed), EMPG_Application_Final_GEMA

Enactment Number:

Recommendation:

Hearing Date:

Entered by: sytaylor@dekalbcountyga.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Committee of the Whole	09/17/2024	Accepted to the BOC agenda and assigned	ERPS-Employee Relations & Public Safety Committee	09/17/2024	09/17/2024	
	Action Text: This agenda item was Accepted to the BOC agenda and assigned to the ERPS-Employee Relations & Public Safety Committee due back on 9/17/2024 .						
1	ERPS-Employee Relations & Public Safety Committee	09/17/2024	recommended for approval.	Board of Commissioners	09/24/2024		Pass
	Action Text: MOTION was made by Mereda Davis Johnson, seconded by Michelle Long Spears, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 9/24/2024. The motion carried by the following vote: Yes: 3 Commissioner Terry, Commissioner Davis Johnson, and Commissioner Long Spears						
1	Board of Commissioners	09/24/2024	approved				Pass
	Action Text: MOTION was made by Ted Terry, seconded by Michelle Long Spears, that this agenda item be approved. The motion carried by the following vote: Yes: 5 Commissioner Patrick, Commissioner Long Spears, Commissioner Bradshaw, Commissioner Davis Johnson, and Commissioner Terry						

Text of Legislative File 2024-1106

Public Hearing: YES ☐ NO ☒

Department: Public Safety- DEMA

SUBJECT:

Commission District(s): All Commission Districts

Grant Acceptance - FY2023 Emergency Management Performance Grant (EMPG), \$50,000.00

Information Contact: Joseph Cox, DeKalb EMA Director

Phone Number: 404-371-2776

PURPOSE:

*To consider approving the FY2023 Emergency Management Performance Grant (EMPG) from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS); and

*To consider accepting \$50,000 from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) and appropriating that amount to the grant fund along with the required match of \$50,000 (match fund - 04410.611250.100) for spending in compliance with the grantor's requirements; and

*To consider authorizing the Chief Executive Officer to execute the necessary documents.

NEED/IMPACT:

The principal priority for the FY2023 EMPG funding is to sustain and enhance catastrophic planning capabilities, to include addressing the findings of the FEMA gap analysis program and similar capability assessment efforts and assisting state and local jurisdictions to address national and regional catastrophic planning needs. The funds from the FY2023 EMPG will be used to purchase equipment and supplies for emergency generator support.

FISCAL IMPACT:

The grant and matching funds are to be distributed as follows:

Department	Grant Funds	Match Funds	Match Funding Stream	Total
DEMA	\$50,000.00	\$50,000.00	04410.611250.100	\$100,000.00

Remaining balance for equipment will use 04410.542309.100.

Position(s) created: No positions are created with this funding.

Effective dates: Upon signature until September 30, 2025

RECOMMENDATION:

*To approve the FY2023 Emergency Management Performance Grant (EMPG) from the Georgia Emergency Management and Homeland Security Agency; and *To accept \$50,000.00 from the Georgia Emergency Management and Homeland Security Agency and appropriating that amount to the grant fund along with the required match of \$50,000.00 (match fund -

04410.611250.100) for spending in compliance with the grantor's requirements; and *To approve the resolution and authorize the Chief Executive Officer to execute all necessary documents.