



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Watershed
Department Contact Person: _____ Telephone: _____
Email: _____

Requisition Number: _____ Suggested Supplier: McCaughey - McKay
Estimated Amount of Purchase: 250,000.00
Detailed Description of the Goods or Services to be purchased: _____

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):

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): See Attached Signature: _____ Date: _____

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

Procurement Agent (Typed/Printed Name) V. Pivins Signature: _____ Date: 1/29/18

Procurement Manager (Typed/Printed Name) C. Horner Signature: C. Horner Date: 1/29/19

Approved Not Approved

Signature: 2018 Clerk Prepare agenda item for March 2018 meeting
Director, Department of Purchasing and Contracting Date: 2/2/18



Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM

RECEIVED

SEP 5 2017

Requesting Department: Watershed Management
Department Contact Person: Garry V. Kinnemore Telephone: 678 614-4441
Email: gkinnemore@dekalbcountyga.gov

Name: [Signature]

Requisition Number: _____ Suggested Supplier: McNaughton-McKay
Estimated Amount of Purchase: \$ 250,000.00
Detailed Description of the Goods or Services to be purchased: Rockwell Automation products and technical support including Allen Bradley products

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.):

Rockwell Automation software runs the Scott Candler Plant's computerized control system. McNaughton-McKay is the exclusive distributor of Rockwell software products and services as well as Allen-Bradley equipment.

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, the Scott Candler Plant is 100% automated. It is run by Supervisory Control and Data Acquisition (SCADA) system. Rockwell automation software is at the heart of that control system. It is essential to be able to get those parts and services from McNaughton-McKay.

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

Failure to approve this request could lead to a serious incident such as a boiled water advisory. McNaughton-McKay sales and service support is an essential component to permit Scott Candler to continue to maintain uninterrupted reliable service to the DeKalb County distribution system.

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): Scott A. Towler Signature: [Signature] Date: 10/20/2017

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

Recommendation and Comments

Approved Not Approved

Signature: _____, Director, Department of Purchasing and Contracting Date: _____

Print Form