



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

Requesting Department: \_\_\_\_\_  
Department Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Requisition Number: \_\_\_\_\_ Suggested Supplier: \_\_\_\_\_  
Estimated Amount of Purchase: \_\_\_\_\_  
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) \_\_\_\_\_ Signature: \_\_\_\_\_ 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: \_\_\_\_\_

**Approved**     Not Approved

Signature: \_\_\_\_\_, Director, Department of Purchasing and Contracting    Date: \_\_\_\_\_

## Public Notice of Proposed Award of Sole Source Procurement

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

**Description of Supplies/Services:** Allen-Bradley branded parts and services

**Demonstration of Contractor’s Unique Qualifications:** McNaughton-McKay is the only authorized dealer to service to Allen-Bradley in the region with an agreement to sell and service their parts and equipment.

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

#### Market Survey Results

**Date Public Notice posted on website:** June 14, 2021

**Date Public Notice closed:** June 18, 2021

#### Review of Offers

**Were any offers received (Yes/No):** No

**Number of offers received:** 0

**Responders:** 0

#### **Purchasing Agent review and recommendation:**

McNaughton-McKay was founded in 1910 and has a been brick and mortar since 1982. McNaughton-McKay is a full line wholesale electrical distributor of products ranging from pipe and wire to complex automation control systems. In 2019, the business was praised as the 8<sup>th</sup> largest distributor in the United States in 2019. Currently, 100% employee owned. Their comprehensive solutions help eliminate risk and waste while improving productivity and cycle-time. McNaughton- McKay is the only authorized dealer to service and repair the parts and equipment currently installed. Department of Watershed Management has utilized this vendor since 2004.

Previous Law findings referenced the limited warranty section and the disclaimer of liability. To add “to the extent allowed by Georgia law” to the Limited Warranty, section (a) right before “buyer shall indemnify and hold Seller harmless”. The vendor was advised and made changes per law’s request. Law approved to form. See attached supporting documents. This is set to go before the BOC in July. Agenda Item 2021-2791. My recommendation is to approve the sole source. Consists of providing support and services of their products to the Snapfinger WPC Facility, Scott Candler Filter Plant, and Pole Bridge CRK WPC Facility. The total amount spent with McNaughton-McKay is \$2,284,407.23.

2004 - \$45,194.08	2014 - \$253,049.50
2005 - \$93,525.47	2015 - \$100,861.51
2006 - \$128,211.51	2016 - \$164,351.63
2007 - \$107,788.01	2017 - \$58,582.00
2008 - \$96,592.61	2018 - \$315,394.93

2009 - \$77,290.48	2019 - \$91,476.00
2010 - \$78,129.51	2020 - \$250,000.00
2011 - \$81,761.18	2021 - \$39,671.32
2012 - \$170,224.00	
2013 - \$132,303.49	

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**Annie C. Jennings**  
Channel Account Manager

P: 1.770-754-8517  
acjennings@ra.rockwell.com

June 21, 2021

DeKalb County  
1300 Commerce Drive  
Decatur, GA 30030

Subject: Customer Inquiry – Authorized Distributor

To Whom It May Concern:

This is to confirm that McNaughton-McKay Electric Co. currently is the appointed Allen-Bradley distributor authorized to sell Allen-Bradley Standard Controls, Drives, PLC/MMI and Rockwell Software products, along with related services, in the geographic area in which your facility is located.

As a matter of Company policy, full factory product and sales support is made available only to the local authorized distributor, and it is Rockwell Automation's practice and policy to always promote and recommend the use of that distributor to customers in that geographic area. Rockwell Automation discourages the use of other non-authorized sources, including distributors who may hold an Allen-Bradley appointment in another locale.

Should you have any further questions, please do not hesitate to contact either McNaughton-McKay Electric Co. at 770-825-8600 or our local Rockwell Automation sales office at 770.754.8500.

Respectfully,  
Annie C. Jennings

A handwritten signature in black ink, appearing to read 'Annie C. Jennings', written over a horizontal line.

expanding human possibility



**Allen-Bradley**  
by ROCKWELL AUTOMATION



**FactoryTalk**  
by ROCKWELL AUTOMATION



**McNAUGHTON-McKAY**  
**ELECTRIC COMPANY**  
 6685 Best Friend Road  
 Norcross, GA 30071  
 (770) 825-8600  
 FAX (770) 825-8605

# QUOTATION

DOCUMENT: Quote Order

CUST.#: 11026240

CUSTOMER FAX: (404) 371-2236

BILL TO:  
 DEKALB CO DIROF FINANCE  
 ATTN ACCOUNTS PAYABLE  
 1300 COMMERCE DR  
 DECATUR, GA 30030-3214



REFERENCE: BLANKET QUOTE

QUOTE #
16869674-00
PAGE #
1
QUOTED BY
1br1
DATE ENTERED
05/11/21

SHIP TO:  
 SCOTT CANDLER FILTER PLANT  
 Garry Kinnemore  
 4830 WINTERS CHAPEL RD  
 DORAVILLE, GA 30360-1731

INSTRUCTIONS:		TERMS	
		Net30	
SHIP POINT	VIA	COD	SHIPPED
NORCROSS BRANCH	OUR TRUCK		

**McNAUGHTON-McKAY IS PLEASED TO PRESENT THE FOLLOWING QUOTATION FOR YOUR REVIEW**

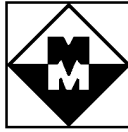
LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY QUOTED	EXPECTED SHIP DATE	UNIT PRICE	PRICE U/M	AMOUNT (NET)
1	MCMC ROCKWELL AUTOMATION PARTS AND SERVICES YEAR 1	1	12/31/21	350000.00	E	350000.00
2	MCMC ROCKWELL AUTOMATION PARTS AND SERVICES YEAR 2	1	12/31/21	500000.00	each	500000.00
3	MCMC ROCKWELL PARTS AND SERVICES YEAR 3	1	12/31/21	500000.00	each	500000.00
3	Lines Total	Qty Shipped Total	3	Total		1350000.00
				Invoice Total		1350000.00

**Thank you for the opportunity to quote on your requirements.**

All quotations are valid for thirty days, except for pipe and wire, unless otherwise noted above. Quotations for pipe and wire are valid for 24 hours unless otherwise noted above.

Last Page Date: 05/13/21 Time: 08:59 User: 1gd

The sale of products and services by Seller is subject to Seller's general terms and conditions of sale ("Seller's Terms") as attached to this document or as otherwise posted on Seller's website at <https://www.mc-mc.com/terms>. Seller objects to and rejects any terms or conditions that may appear on or are referenced in Customer's purchase order or other document that are in addition to or otherwise inconsistent with Seller's Terms. Customer's receipt or acceptance of delivery of any ordered item above will constitute its acceptance of Seller's Terms.



**McNAUGHTON-McKAY**  
**ELECTRIC COMPANY**  
 6685 Best Friend Road  
 Norcross, GA 30071  
 (770) 825-8600  
 FAX (770) 825-8605

# QUOTATION

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CUST.#: 11026240

CUSTOMER FAX: (404) 371-2236

BILL TO:  
 DEKALB CO DIROF FINANCE  
 ATTN ACCOUNTS PAYABLE  
 1300 COMMERCE DR  
 DECATUR, GA 30030-3214



REFERENCE: BLANKET QUOTE

QUOTE #
21417406-00
PAGE #
1
QUOTED BY
1gd
DATE ENTERED
05/12/21

SHIP TO:  
 SNAPPINGER WPC FACILITY  
 Malcolm A. Whichard  
 4124 FLAKES MILL RD  
 DECATUR, GA 30034-5827

INSTRUCTIONS:		TERMS	
		Net30	
SHIP POINT	VIA	COD	SHIPPED
NORCROSS BRANCH	UPS GROUND		

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2	MCMC ROCKWELL AUTOMATION PARTS AND SERVICES YEAR 2	1	05/13/21	500000.00	each	500000.00
3	MCMC ROCKWELL AUTOMATION PARTS AND SERVICES YEAR 3	1	05/13/21	500000.00	each	500000.00
3	Lines Total	Qty Shipped Total	3	Total		1500000.00
				Invoice Total		1500000.00

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Last Page Date: 05/13/21 Time: 09:03 User: 1gd

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CUSTOMER FAX:



BILL TO:

DEKALB CO DIROF FINANCE  
 ATTN ACCOUNTS PAYABLE  
 1300 COMMERCE DR  
 DECATUR, GA 30030-3214

REFERENCE:

BLANKET QUOTE

QUOTE #
21417419-00
PAGE #
1
QUOTED BY
1gd
DATE ENTERED
05/12/21

SHIP TO:

DEKALB COUNTY PUBLIC WORKS  
 POLE BRIDGE CRK WPC FACILITY  
 4664 FLAT BRIDGE RD  
 Alton Reed  
 LITHONIA, GA 30038-4232

INSTRUCTIONS:		TERMS	
		Net30	
SHIP POINT	VIA	COD	SHIPPED
NORCROSS BRANCH	UPS GROUND		

**McNAUGHTON-McKAY IS PLEASED TO PRESENT THE FOLLOWING QUOTATION FOR YOUR REVIEW**

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY QUOTED	EXPECTED SHIP DATE	UNIT PRICE	PRICE U/M	AMOUNT (NET)
1	MCMC ROCKWELL AUTOMATION PARTS AND SERVICES YEAR 1	1	05/13/21	50000.00	E	50000.00
2	MCMC ROCKWELL AUTOMATION PARTS AND SRVICES YEAR 2	1	05/13/21	50000.00	each	50000.00
3	MCMC ROCKWELL AUTOMATION PARTS AND SERVICES YEAR 3	1	05/13/21	50000.00	each	50000.00
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Last Page

Date: 05/13/21 Time: 09:01 User: 1gd

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