



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

Requesting Department: Facilities Management
 Department Contact Person: Shaunn Smith Telephone: 404 297-2504
 Email: shsmith@dekalbcountyga.gov

Requisition Number: 722097 Suggested Supplier: Mann Mechanical
 Estimated Amount of Purchase: \$ 104,086.31
 Detailed Description of the Goods or Services to be purchased: Replaced clogged and broken 6" terr-cotta pipe w/ 6" PVC pipe. 300 ft sewer line @1807 Candler Road

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

1. Date and Time of Emergency Occurrence: May 18, 2017

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

Broken sewer line caused sewage back-up in facility creating a hazardous and unhealthy environment for staff.

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): Joseph Beckwith Signature: [Signature] Date: 8/17/17

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

Recommendation and Comments

OK Emergency repair of broken sewer lines. See Attached for additional information.

Approved Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 8/18/17

Emergency Request - Human Services – 1807 Candler Road, Decatur GA 30032

Date of Emergency: May 2017

Mann Mechanical - CPA 987317 – On Calling Plumbing

Requisition Number: 722097

The User Department used the company on contract because of the urgency to get the building serviced and repaired. At the time of the emergency, the User Department did not know the cost or that there was not enough funds on the contract for the work to be completed. The User Department did not get quotes from any other vendors.

The contract states on Page 5, Paragraph A – Emergency Service Request that on occasion, the County will request the Contractor's services on an emergency basis and that the Contractor will not be required to provide an estimate repair cost prior to emergency responses.

The Emergency Request was submitted to Purchasing & Contracting on August 09, 2017 due to not having sufficient funds on the contract. A BOC agenda item is being prepared to ratify the amount of \$54,582.26 (invoice amount \$104,086.31 minus the contract remaining amount \$49,503.95) and to exercise the 2nd option to renew and increase the contract amount.

**MANN MECHANICAL COMPANY, INC.**

100 Pine Street - Avondale Estates, GA 30032 • 678 399 5000 • Fax: 404 294 1613

Invoice 14994
Invoice Date 05/08/17
Due Date 05/07/17

Bill To: DeKalb County Government
 1300 Commerce Dr., Dept. of Fin/Acctg Svcs.
 3rd Flr Maloof Bldg.
 Decatur, GA 30030

Service Location: DeKalb Co Human Services
 1807 Candler Road
 Decatur, GA 30032
Invoice Description: Labor, Subs, and Material Breakdown

- Labor \$27 550 00
- Truck Charge \$25 00
- PVC Materials Piping Fittings etc 2 278 00
- Hay Bales and Water Containment Materials \$153 29
- Fencing Materials \$347 46
- Excavation \$43 125 00
- Toilet Rental \$151 48
- Paving \$13 894 30
- Pressure Washing and Containment Materials \$7 920 05
- Repair Stone Wall \$2 702 50
- Line Jetting \$1 270 25
- Seal and Striping \$4 669 00

Work Order: 103077**Customer PO:** Emergency repair
Scope: 1 Replaced clogged and broken 6" terr-cotta pipe with 6" PVC pipe 300 foot sewer line Asphalt repair rock wall repair strip and sealing parking lot
Price Method: Flat Price

Line #	Description	Price Total	Tax Amount	Total
Cost Type: *** NO COST TYPE ***				
FP	Flat Price Labor Group	104 086 31	0 00	104 086 31
Cost Type Subtotal		104 086 31	0 00	104 086 31

Discount Date:**Discount Rate:** 0%**Terms:** Net 30 days
Subtotal 104 086 31
Tax 0 00
Total 104 086 31