



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
On August 23, 2019, County staff discovered flooding in the North Annex Jail. The flooding was determined to be in the courtroom area, and spread through the staff dining area, and a corrections officer locker room. To prevent the potential for further damage, a declaration of emergency was made by the Director of Internal Services/Chief Information Officer in conjunction with the County Administrative Officer. This allowed service contractors to conduct remediation and restoration activities immediately.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each. Multiple vendors as needed.
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
Current projections are \$1,000,000.00.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.  
Due to the water damage across multiple North Annex Jail areas, an emergency was declared to protect County property and equipment from additional damage.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
  - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
  - When the contract is with a federal, state, or local governmental agency.
  - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$1,000 whichever is more.
  - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
  - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
  - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.  
The County does not have the resources or staff to quickly remediate the emergency.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.  
The County carries insurance coverage that limits the out-of-pocket deductible to a range of \$5,000 to \$25,000 per claim. The appropriate deductible amount is dependent on the applicable coverage for each claim. Additionally, the vendors that are utilized must meet the insurance carrier's expectations and have approved work rates or the County may not be fully reimbursed.

bfremming 8/28/2019 3:15:23 PM

Requested By:

Staff Analyst

Title

[\[Sign\]](#) Double click!

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

rbash 8/29/2019 8:51:20 AM

Department Head Signature

[\[Sign\]](#) Double click!

gcornuelle 8/30/2019 9:51:18 AM

[\[Sign\]](#) Double click!

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Purchasing Manager Signature