



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.

On August 14, 2017, County staff discovered that a water leak had developed in the Elections warehouse over the weekend. A plastic water feeder line in a swamp cooler had deteriorated and failed. As a result, water began to spill onto storage shelves and spread across multiple isles. Approximately 200 boxes containing Elections materials were saturated. Emergency remediation services were necessary to salvage the damaged materials and protect County property. Services and products will be needed.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Belfor for remediation and restoration, and other 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 \$80,000

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 in the Elections warehouse, an emergency declaration was declared to protect the 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 \$2,500 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, staff, or capabilities 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 deductibles to a range of \$5,000 to \$25,000 depending on the determination of which coverage is applicable. The vendors that are utilized must meet the insurance carriers expectations and have approved work rates or the County may not be fully reimbursed.

ahlayang 9/25/2017 10:45:03 AM

Requested By:

Title

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

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

rbash 9/25/2017 11:00:02 AM

Department Head Signature

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

gcornuelle 9/25/2017 11:27:12 AM

Purchasing Manager Signature

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