



Nancy

Print Form

**Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)**

Vendor: Alrich Electric Contracting Co., Inc E-Verify Number: 98249

Commodity: Electrical Work

Estimated annual expenditure for the above commodity or service: \$ 40,000.00

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- \_\_\_\_\_ 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- \_\_\_\_\_ 2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
- \_\_\_\_\_ 3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- \_\_\_\_\_ 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- MS \_\_\_\_\_ 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
- \_\_\_\_\_ 6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Mary Smith Department: Superior Court Date: 10/18/23

Department Head Signature: [Signature] Date: 10/19/2023

Approval Authority: [Signature] Date: 10/20/23

Administrator Approval: (required – not required) \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS:



## Augusta Judicial Circuit

Superior Court Administration  
735 James Brown Blvd., Suite 2200  
Augusta, Georgia 30901

Office of Court Administrator  
Nolan E. Martin

Telephone (706)849-3738  
FAX (706)849-3739

### MEMORANDUM

October 19, 2023

TO: Geri Sams – Procurement  
Takiyah Douse, Interim Administrator

FROM: Nolan E. Martin – Court Administrator

RE: Sole Source – Alrich Electric

The Courts within the Judicial Center have utilized Alrich Electric for our Audio-Visual Modernization project over the last two years. Alrich Electric is familiar with the nuances of the Judicial Center electrical system and has provided the courtrooms with additional outlets for monitors, AV switches, and controllers. They have also provided low voltage ports for built-in PTZ cameras for video conferencing and live-streaming. As our circuit begins to implement an advanced case processing system, we now have the opportunity through a Judicial Council grant to complete the Audio-Visual Modernization for all remaining courtrooms.

The Alrich quote (FTE) is based on the possibility of the technicians having to work nights and/or weekends. In each instance, Alrich has invoiced significantly below the estimate.

Thank you for your favorable consideration. Should you have any questions or need further information, please do not hesitate to call on me.



PO Box 12309  
Augusta, GA 30914-2309  
Phone 706-736-4402  
Fax 706-737-5708

Ship To  
2110 Vandivere Road  
Augusta, GA 30904  
[info@alrichelectric.com](mailto:info@alrichelectric.com)

Oct 19, 2023

Attention: Nolan Martin

RE: Rooms 2C, 2D, 3A, 3B, 3C, 3D, 3F, 3G

Dear Mr. Martin,

We are pleased to submit, for your consideration, our proposal for furnishing and installing the Electrical Work for the above referenced project

**CLARIFICATIONS**

The following items **ARE** included in our Proposal:

Install the raceways and power for the above listed 8 courtrooms as we did in the previous rooms

The following items **ARE NOT** included in our Base Bid Proposal:

- A. Any breakers/panels should any of the existing equipment prove to be faulty, full, or overloaded
- B. Any bonding, if required add 1.5%
- C. Any sheetrock patching/painting or concrete cutting/patching
- D. Any specialty lifts or scaffolding required for elevated work
- E. Overtime is not included
- F. Any design, engineering, or utility costs

**NOTES:**

**You will be billed using our T&M rate sheet**

Base Bid for Electrical Work per plans, specifications, clarifications, as detailed above; furnished and installed, and sales tax included.

**Total \$40,000 NTE**

We appreciate your consideration of Alrich Electric Company. Should you have any questions, or require additional information, please contact me at (706) 399-9402 or at [brandon.hebbard@alrichelectric.com](mailto:brandon.hebbard@alrichelectric.com)

*Sincerely,*

Brandon Hebbard President/CEO

Alrich Electric Contracting Co., Inc.

A handwritten signature in dark ink, appearing to read "Brandon Hebbard", is written over a horizontal line.

# PURCHASE ORDER

## AUGUSTA, GEORGIA

SUITE 605, PROCUREMENT DEPARTMENT  
535 TELFAIR STREET, MUNICIPAL BUILDING 1000  
AUGUSTA, GEORGIA 30901-2377  
PHONE: (706) 821-2422

Pd 6/15/23

Ck# 60185

PURCHASE ORDER NO.  
P455670

Page 1 of 1

DATE 06/12/23	DEPARTMENT 021110	VENDOR PHONE #	REQUISITION/QUOTE NO. R376532
VENDOR # 1532	E-VERIFY # 98249	EMAIL	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, AND PACKAGES.

VENDOR ALRICH ELECTRIC CONTRACTO P O BOX 99 2110 VANDIVER ROAD AUGUSTA, GA 30903	ATTN: SOLE SOURCE BID NUMBER:  CONTRACT #: BUYER:
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SHIP TO: COURT ADMINISTRATION 735 JAMES BROWN BLVD, SUITE 2200 ATTN: MARY SMITH AUGUSTA, GA 30901	BILL TO: AUGUSTA, GEORGIA ACCOUNTING DEPARTMENT, SUITE 800 535 TELFAIR STREET, MUNICIPAL BUILDING 1000 AUGUSTA, GA 30901-2379 (706) 821-2335  ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION.
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ITEM #	QUANTITY	UNIT	PRODUCT ID	DESCRIPTION	UNIT PRICE	AMOUNT
INV. #61174						
0001	1			INSTALL DATA OUTLETS, ELECTRICAL OUTLETS AND BOXES FOR CAMERAS AT THE AUGUSTA JUDICIAL CENTER AND CHARLES B WEBSTER DETENTION CENTER FOR ARPA GRANT FUNDED AV UPGRADE PROJECT  101-02-1110/52-36121	23,115.05	23,115.05

### CONDITIONS - READ CAREFULLY

- The purchaser is exempt by statute from payment of Federal, State, and Municipal sales, excise and other taxes.
- Shipping charges prepaid by vendor.
- Payment will be made on complete shipments only, unless otherwise requested.
- DELIVERY TICKET MUST ACCOMPANY GOODS.
- No back orders. We will reorder if available.
- Please make deliveries between 9 A.M. and 4 P.M.
- All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
- Indoor delivery if necessary.
- Payment Net 30 or according to contract.

Approved By

*[Signature]* H ATC 06/13/2023

NET TOTAL.....

23,115.05

APPROVED FOR ISSUE

*[Signature]*

REQUISITIONER

PROCUREMENT DIRECTOR

**AUGUSTA-RICHMOND COUNTY GEORGIA  
PURCHASING DEPARTMENT**

**REQUISITION**

DEPARTMENT NAME AJC Superior Court  
DEPARTMENT NUMBER 101021110 - 5223112

DEPARTMENT HEAD *[Signature]*

00119'23 4:19  
SOLE SOURCE

REQUISITION  
REQUISITION DATE  
PURCHASE ORDER NUMBER  
PURCHASE ORDER DATE

NAME OF BIDDER		NAME OF BIDDER		NAME OF BIDDER	
Alrich Electric Contracting Co					
706-399-9402					
Brandon Hebbard					
Item No.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	TOTAL PRICE
1	Electrical installation of the raceways & power for	1	\$ 40,000.00	\$40,000.00	
2	Courtrooms 2C, 2D, 3A, 3B, 3C, 3D, 3F and 3G as done				
3	in the previous Courtrooms per plans, specifications,				
4	clarifications, as detailed; furnished and installed for				
5	Grant funded AV Project				
6					
7	see attached quote				
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
Total Bid			\$	40,000.00	
Shipping Charges					
Deliver Time From Receipt of Purchase Order					