



NON-COMPETITIVE PROCUREMENT REQUEST

Please Check the Type of Procurement Request:

- Emergency
- Sole or Single Source

DATE: 10/22/2024

FROM: Department: Public Works
Director/Department Head: Nigel Wattley

TO: John Wiggins, Director of Finance
Department of Finance – Procurement
745 Forest Parkway, Forest Park, Georgia 30296

Requisition Number: 25-06077
Suggested Supplier: PROTREE INC
Description of Product/Services: Removal of large Oak tree
Estimate Amount of Purchase: \$ 20,000

1. Explain why the product/service requested is the only product/service that can satisfy your requirements and explain alternatives that are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. Describe what steps have been undertaken.

The tree needed to be removed immediately, due to one of its large limbs falling the night before and this vendor is reliable with tools readily available.

2. Will this purchase obligate the City of Forest Park 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?)

The City would not be obligated to this vendor in the future, this is one of three vendor used for this type of service

3. Explain the impact to the City or Public if this Sole, Single or Emergency Source is not approved.

Imminent public safety hazard

Department contact for additional information: NAME: Vincent Hicks Phone#: (404) 925-6101

I hereby request that this non-competitive procurement request be approved for the procurement of the above statement of work, material, equipment, commodity, or service.

Signature: 
(Department/Head)

Date: 10/23/2024

Do Not Write Below – Department of Finance – Procurement Only

Procurement Officer Comments:

Approved

Disapproved

Signed:

Date: