

# INTEROFFICE MEMORANDUM



**TO:** Felicia Strong-Whitaker, Director  
Purchasing and Contract Compliance

**FROM:** Joseph N. Davis, Director *[Signature]*

**DATE:** August 13, 2021

**SUBJECT:** Request Sole Source Procurement for Fuel Management System /Hardware Upgrade for FY2021

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**Requested Action:** The Department of Real Estate and Asset Management is requesting approval to award contract without competition with E.J. Ward, Inc. to provide and install Fuel Management System/Hardware Upgrade for six (6) Fulton County Fueling Sites, for Fiscal Year 2021, in the total amount of \$295,377.35.

**Discussion:** The entire system of fueling stations and UST are regulated by the Georgia Department of Natural Resources Environmental Protection Division (EPD) and require annual testing and reporting. Due to budget cuts and delayed maintenance, the fueling system requires substantial upgrades and investments both in terms of annual maintenance cost; as well as capital improvements to the equipment and automated computer fueling systems. The primary work to be conducted includes the replacement and upgrade of the fuel management system/hardware at six (6) Fulton County fueling sites.

## Fuel Sites Location:

1. Central Maintenance Facility- Upper Pump, 895 Marietta Blvd, NW, Atlanta GA 30318
2. Central Maintenance Facility- Lower Pump, 895 Marietta Blvd, NW, Atlanta GA 30318
3. Charlie Brown Airport, 3920 Aviation Circle, Atlanta , GA 30336
4. North Service Center, 7741 Roswell Road, Atlanta, GA 30350
5. South Services Center, 5600 Stonewall Tell Road, Union City, GA 30349
6. Customer Service Center (WROC), 11575 Maxwell Road, Alpharetta, GA 30009

E.J. Ward is the original equipment manufacturer (OEM) of the Ward Fuel View Automated Fuel Management System (AFMS), and the Ward Fleet View GPS Asset Tracking System (ATS), E.J. Ward, Inc., owns the intellectual property and distribution rights to its AFMS, Telematics GPS/AVL solutions, Integrated EV Charging and Tank Level Gauging Platforms along with the related Fuel View and Fleet View software programs, communication systems and documentation.

E.J. Ward is the sole platform supplier and provides support for its products, systems and platform solutions, either direct or through authorized service and support agents. All design, manufacturing, assembly, and quality control checks are performed by Ward or its authorized subcontract manufacturing partners for all of its hardware and software products.

Pursuant to Purchasing Code Section 102-384, this request meets the following category permitted as the basis for conditions allowing the award of a contract without competition.

(4) When necessary to maintain compatibility with existing equipment or systems, only specified makes and models of technical equipment, software, and parts will satisfy the county's needs for additional units or replacement items, and only one source available

**Impact:** If this sole source is not approved, this will jeopardize Fulton County's ability to upgrade the six (6) identified fueling stations and UST that are regulated by the Georgia Department of Natural Resources Environmental Protection Division (EPD) and require annual testing and reporting.

The funding for this request is in account line #500-520-5200-M005 in the amount of \$295,377.35.

If you require additional information, please contact Harry Jordan at (404) 612-5933.

JD/TD/AS/haj

**ATTACHMENTS:** Justification and Approval for Award of Contract W/O Competition  
RQN# 081321-0134.

C: Donna Jenkins, Deputy Director, Purchasing and Contract Compliance  
Mark Hawks, CAPA, C Team, Purchasing and Contract Compliance  
Tim Dimond, Deputy Director, DREAM  
Anthony Spencer, Administrator, Fleet Maint.-Solid Waste-Grounds-Fixed Assets, DREAM  
Kier Freeman, Fleet Manager, DREAM  
Harry Jordan, Contract Management Administrator, Purchasing/DREAM  
Florene Thornton, Financial Administrator, DREAM