



Fulton County Board of Commissioners
Agenda Item Summary

20-0645

BOC Meeting Date
9/16/2020

Requesting Agency

Real Estate and Asset Management

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contract - The Department of Real Estate and Asset Management, RFP#18RFP113772C-BKJ, in the amount of \$644,548.00 with MTI Limousine and Shuttle Services (College Park, GA), to provide bus and shuttle services for Fulton County employees and jurors. This action exercises the second of two renewal options. No renewal options remain. Effective dates: January 1, 2021 through December 31, 2021.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes Open and Responsible Government

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: This contract provides transportation services primarily from Monday through Friday for Fulton County employees and jurors who park at the Brown, Yellow, Red and Silver lots to Fulton County Government Center located at 141 Pryor Street, Justice Center Tower located at 185 Central Avenue, Tax Assessor Office located at 135 Peachtree Street, Central Library located at 1 Margaret Mitchell Square NW and the Fulton County Health Services building located at 10 Park Place.

The Scope of Work includes but not limited to:

1. Provide the County, on the 1st day of each month by COB, a status report on the total number of riders, total mileage driven, fuel consumption, and interruptions in service;
2. Provide the County a Customer Survey Report on a quarterly basis. They are to provide the customer (County staff and jurors) the opportunity to rate the quality of service and expectations being provided (cleanliness, driving, schedule pick-ups, etc...); and
3. Assist the County and Transportation provider to maintain and enhance the performance standards set forth in the proposal.

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Community Impact: The County employees and the Jurors downtown parking arrangements will be dramatically affected if this award is not made.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to renew existing contract to provide bus and shuttle services for Fulton County employees and jurors for fiscal year 2021.

Historical Expenditures:

- FY2020: The County expenditure as of 8/11/2020, \$315,207.02
- FY2019: The County has spent \$516,739.20
- FY2018: The County has spent \$498,359.00

Project Implications: This contract provides bus and shuttle services to County employees and jurors; and special transportation for other County agencies, as needed.

Community Issues/Concerns: None that the Department is aware of.

Department Issues/Concerns: If this contract renewal is not approved, the Department cannot continue to provide bus and shuttle services for County employees and Jurors, nor will it be able to provide bus services for special events. Also, the Department does not have sufficient capacity to provide these services in-house, as additional license drivers and busses to use for transport of employees and jurors to various locations will be needed.

History of BOC Agenda Item: Yes, see chart below:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	19-0140	2/20/19	\$511,133.30
1 st Renewal	19-0847	10/16/19	\$644,548.00
2nd Renewal			\$644,548.00
Total Revised Amount			\$1,800,229.30

Contract Compliance Information

(Provide Contractor and Subcontractor details.)

Contract Value: \$644,548.00
Prime Vendor: MTI Limousine and Shuttle Services
Prime Status: African American Male Business Enterprise Non-Certified
Location: College Park, GA
County: Fulton County
Prime Value: \$644,548.00 or 100.00%

Total Contract Value: \$644,548.00 or 100.00%
Total M/FBE Value: \$644,548.00 or 100.00%

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	\$644,548.00 or 100.00%
Total M/FBE Values	\$644,548.00 or 100.00%
Total Prime Value	\$644,548.00 or 100.00%

Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>
100-520-5223-1160: General, Real Estate and Asset Management, Professional Services- \$644,548 "Subject to availability of funding adopted for FY2021 by BOC"	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Contract Renewal Agreement	
Exhibit 2: Contractor's Performance Report	
Exhibit 3: Contract Renewal Evaluation Form	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772	

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
Yes**Previous Contracts:**
Yes**Solicitation Number:**
18RFP113772C-BKJ**Submitting Agency:**
The Department of
Real Estate and
Asset Management**Staff Contact:**
Harry Jordan**Contact Phone:**
(404) 612-5933**Description:** Approval to renew existing contract to provide bus and shuttle services for FY2021.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$511,133.30
 Previous Adjustments: \$644,548.00
 This Request: \$644,548.00
 TOTAL: \$1,800,229.30

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: . \$644,548.00 or 100.00%: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

100-520-5223-1160:
 \$644,548.00 "Subject
 to availability of
 funding adopted for
 FY2021 by BOC"

Funding Line 2:

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Funding Line 3:

.

Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

1/1/2021

End Date:

12/31/2021

Cost Adjustment:

.

Renewal/Extension Terms:

No renewal options remain.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Davis, Joseph	Date: 8/12/2020
X	County Attorney:	Stewart, Denva	Date: 8/24/2020
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 8/24/2020
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 8/13/2020
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 8/25/2020



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Real Estate and Asset Management

BID/RFP# NUMBER: 18RFP113772C-BKJ

BID/RFP# TITLE: Bus and Shuttle Service

ORIGINAL APPROVAL DATE: 2/20/2019

RENEWAL EFFECTIVE DATES: 1/ 1/ 2021 **THROUGH** 12/ 31/2021

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$644,548.00

COMPANY'S NAME: MTI Limo & Shuttle Services, Inc.

ADDRESS: 2581 Sullivan Road

CITY: College Park

STATE: GA

ZIP: 30337

This Renewal Agreement No. ____ was approved by the Fulton County Board of Commissioners on BOC DATE: BOC NUMBER:

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications as referenced herein:

FULTON COUNTY, GEORGIA

MTI LIMO & SHUTTLE SERVICES, INC

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

Mike Teye
CEO

ATTEST:

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission

Secretary/
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

AUTHORIZATION OF RENEWAL:

ATTEST:

Joseph N. Davis, Director
Department of Real Estate and Asset
Management

Notary Public

County: _____

Commission Expires: _____

(Affix Notary Seal)

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2020	6/30/2020	1/1/2020	12/31/2020
PO Number			PO Date
20SC123269C-BKJ			1/21/2020
Department	REAL ESTATE AND ASSET MANAGEMENT		
Bid Number	18RFP113772C-BKJ		
Service Commodity	Bus & Shuttle Services		
Contractor	MTI Limousine and Shuttle Services		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

The shuttle services provided by MTI Limousine & Shuttle Services are good. They meet most of our deadline most of the time.

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

MTI Services is very responsive to short notice request and route adjustments that may be needed due to circumstances beyond our control.

. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

Comments:

☐ 2 MTI Services staff responds quickly to request for reports and quotes.

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☐ 4

. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

☐ 0 Comments:

☐ 1

☐ 2

☒ 3

☐ 4

CMTI Services meets the schedule picks up most of the time.

. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

☐ 0 Comments:

☐ 1

☐ 2

☒ 3

☐ 4

MTI Services Fleet Mgr. Cameron James provides Fulton County a fast turn around to solving day-to-day operations problems.

Overall Performance Rating: 3.0

Would you select/recommend this vendor again?
Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

barbara.burden

Department Head Name

Department Head Signature

Date

JOSEPH N. Davis



6/30/2020

Contract Renewal Evaluation Form

Date:	July 20, 2020
Department:	FACILITIES AND TRANSPORTATION SERVICES
Contract Number:	18RFP113772C-BKJ
Contract Title:	Bus and Shuttle Services

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

We cannot reduce the scope of this contract because DREAM has covered as many hours as possible using the limited in-house resources. This contract provides transportation services for County employees, jurors and special transportation for other County agencies. The daily bus service operates primarily from Monday through Friday for Fulton County employees and jurors who park at the Brown, Yellow, Red and Silver lots to Fulton County Government Center located at 141 Pryor Street, Justice Center Tower located at 185 Central Avenue, Tax Assessor Office located at 135 Peachtree Street, Central Library located at 1 Margaret Mitchell Square NW and the Fulton County Health Services building located at 10 Park Place.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

☒ **Internet search of pricing for same product or service:**

Date of search:	N/A
Price found:	N/A
Different features / Conditions:	N/A
Percent difference between internet price and renewal price:	N/A

Explanation / Notes:

Do to unique nature of this service the vendors contacted did not show much interest in this program. It requires dedicated personnel and equipment for many nonconsecutive hours.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name: Tom Charron Pamela Williams Jennifer Rider Marcia Norris	Cobb County DeKalb County Gwinnett County Fayette County Court
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	Click here to enter text.
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	N/A

Explanation / Notes:

The agencies listed do not provide shuttle service for jurors. Jurors are provided free parking. The jurors in Cobb has specific 75 parking space number in county owned parking lot, or a larger number of jurors that require additional offsite parking accommodations are provided by the Sheriff's Department.

☐ **Other (Describe in detail the analysis conducted and the outcome):**

Several agencies were contacted. None of them provide shuttle service for jurors.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

The County has spent \$516,739.20 in FY2019. The County expenditure as of 6/29/20 is \$261,494.69

4. Does the renewal option include an adjustment for inflation? ☒ Yes ☐ No
(Information can be obtained from CPI index)

Was it part of the initial contract? ☒ Yes ☐ No

Date of last purchase: January 1, 2019

Price paid: \$641,133.00

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

Explanation / Notes:

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes
☒ No If yes, attach the analysis.

7. What would be the impact on your department if this contract was not approved?

Fulton County would not be able to provide the essential service of transporting jurors to the court buildings. In addition to the many employees that are transported five days per week to their respectful work site throughout the county.

Barbara Burden

Anthony Spencer

Prepared by

Date

Joseph Davis

Department Head

Monday, July 20, 2020

Date