



Fulton County Board of Commissioners
Agenda Item Summary

19-0987

BOC Meeting Date
12/4/2019

Requesting Agency

Public Works

Commission Districts Affected

1, 2, 3, 5, 6

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

Request approval to renew existing contracts - Department of Public Works, Bid# 19ITBC120449A-CJC, Jetter Parts in the amount of \$51,043.11 with P&H Supply Company, Inc. (Warrenton, GA), to provide various jetter parts used in the maintenance of the sanitary sewer system. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2020 through December 31, 2020.

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 All People are healthy

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: The purchase of jetter parts for the Department of Public Works provides operational support for the cleaning and preventing of sanitary sewer stop-ups and overflows within the sanitary sewer collection system. The contract with P&H Supply Company allows Public Works to purchase various hoses, grabbers, choppers, nozzles, and the accompanying fittings to allow staff to clear items from sanitary sewer lines that prevent flow within the pipes.

Community Impact: Failure to procure / maintain these items in stock can negatively impact the operational support the Department of Public Works receives to maintain the sanitary sewer collection system and services. Subsequent negative constituent or client health can ensure if not procured due to overflows of the system onto private property and creeks.

Department Recommendation: The Department of Public Works recommends approval of lowest responsible bidder to P&H Supply Company, Inc. with two renewal options.

Project Implications: It is crucial that the Department of Public Works maintains reliable jetter parts needed to perform routine maintenance and to respond to emergency sanitary sewer overflows that occur within the sanitary sewer collection system. If the Department of Public Works experience

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)

difficulties due to unreliable jetter parts, and are unable to respond immediately to sanitary sewer emergencies, the citizens and customers of Fulton County would be dissatisfied with the service and will no longer have confidence in the County’s operation of the sanitary system.

Community Issues/Concerns: No issues or concerns have been raised to Public Works by the community.

Department Issues/Concerns: No concerns have been raised by the Department of Public Works

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	19-0734	9/18/2019	\$51,043.11
Renewal No. 1			\$51,043.11
Total revised amount			\$102,086.22

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$51,043.11
Prime Vendor: P&H Supply Company, Inc.
Prime Status: Non-Minority
Location: Warrenton, GA
County: Warren County
Prime Value: \$51,043.11 or 100.00%
Subcontractor: None

Total Contract Value: \$51,043.11 or 100.00%
Total M/FBE Value: \$-0-

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

Total Contract Value	\$51,043.11 or 100.00%
Total M/FBE Values	\$-0-
Total Prime Value	\$51,043.11 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>
201-540-5459-1450: Water & Sewer Revenue, Public Works, Maintenance Supplies - \$25,521.55	
201-540-5469-1450: Water & Sewer Revenue, Public Works, Maintenance Supplies - \$25,521.56	

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

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Roy Barnes, Deputy Director, Public Works, 404-612-6317	

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:**
No**Previous Contracts:**
Yes**Solicitation Number:**
19ITBC120449A-CJC**Submitting Agency:**
Public Works**Staff Contact:**
Roy Barnes**Contact Phone:**
404-612-6317**Description:** To provide Jetter Parts.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$51,043.11
 Previous Adjustments: \$0.00
 This Request: \$51,043.11
 TOTAL: \$102,086.22

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: \$-0- 0% .
 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:

201-540-5459-1450:
 \$25,521.55 (pending
 approval 2020 budget)

Funding Line 2:

201-540-5469-1450:
 \$25,521.56 (pending
 approval 2020
 budget)

Funding Line 3:

.

Funding Line 4:

.

KEY CONTRACT TERMS**Start Date:**

1/1/2020

End Date:

12/31/2020

Cost Adjustment:

.

Renewal/Extension Terms:

one renewal option remains

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Clark, David	Date: 11/1/2019
X	County Attorney:	Stewart, Denva	Date: 11/21/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 11/1/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/22/2019



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Public Works

BID/RFP# NUMBER: 19ITBC120449A-CJC

BID/RFP# TITLE: Jetter Parts

ORIGINAL APPROVAL DATE: 9/18/2019

RENEWAL PERIOD: FROM: January 1, 2020 THROUGH December 31, 2020

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$51,043.11

COMPANY'S NAME: P&H Supply Company, Inc.

ADDRESS: 253 South Whitehead St.

CITY: Warrenton

STATE: GA

ZIP: 30828

This Renewal Agreement No. 1 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 for Bid# 19ITBC120449A-CJC
(Person signing must have signature authority for the company/corporation)

NAME: _____ **(Print)**
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ **DATE:** _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ **COUNTY:** _____

SEAL (Affix) **MY COMMISSION EXPIRES:** _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS
DATE: _____

ATTEST:

TONYA R. GRIER
DEPUTY CHIEF CLERK TO THE COMMISSION
DATE: _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: DAVID CLARK

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

ITEM#: _____ **RCS:** _____
RECESS MEETING

ITEM#: _____ **RM:** _____
REGULAR MEETING

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
10/1/2019	12/31/2019	10/1/2019	10/1/2020
PO Number			PO Date
5401001190000000...			10/1/2019
Department	Public Works		
Bid Number	19ITBC120449A-CJC		
Service Commodity	Jetter Parts		
Contractor	P & H Supply Co		

= 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)

☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:
P & H Supply Co was awarded a twelve month contract to provide the Public Works Department with Jetter Parts. The quality of Jetter Parts provided by this vendor complies required standards and guidelines.

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

☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:
The response time provided by this vendor in regards to supplying and providing Jetter Parts have been good ,there are no problems or discrepancies to report.

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

☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:
P & H Supply Co conducts business with Fulton County in a professional manner. P & H Supply Company responds to the needs of Fulton County promptly, in a timely manner.

19-0987

- ☐ 1
☐ 2
☒ 3
☐ 4

P & H Supply Co. has met the Public Works Departments expectations and product specifications. This vendor has good invoicing procedures and the products provided are within budget.

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

- ☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:

Currently as of this reporting period, the scope of services rendered by P & H Supply Co have met the requirements of Fulton County. There have been no issues to report at this time.

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:

khalid.ahmad

Department Head Name

Department Head Signature

Date

David Clark



10/30/2019

Contract Renewal Evaluation Form

Date:	10/30/2019
Department:	Public Works
Contract Number:	19ITBC120449A-CJC
Contract Title:	Jetter Parts

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.

The scope and cost reduction efforts of this contract are to purchase Jetter Parts for the Department of Public Works. These Jetter Parts will offer operational support for the cleaning and preventing of sanitary sewer stop-ups, and overflows within the sanitary sewer collection system. This contract will allow Public Works to purchase various hoses, grabbers, choppers, nozzles and the accompanying fittings to allow staff to clear items from the sanitary sewer lines that prevent flow within the pipes. Failure to procure / maintain these items in stock can negatively impact the operational support the Department of Public Works receives to maintain the sanitary sewer collections system and services. Subsequent negative constituent or client health can ensure if not procured due to overflows of the system onto private properties and creeks.

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:	October 5 th 2019
Price found:	Pricing varies due to the different types of hoses and fittings.
Different features / Conditions:	Piranha Hose Products Inc. LLGR-08 1/2 x 600 foot Sewer Cleaning Hose, F16FS16- One (1) inch Female Fittings, FHP10NPT8- 5/8 Male Fittings, FA10MEND 5/8 Hose Menders
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

19-0987

In accordance with Fulton County Purchasing Code, Section 2-314, contracts such as this shall have a competitive bid. Since this contract is over \$50,000.00 dollars it shall go before the Board of Commissioners.

Sample Materials: Items 4, 7, 9 and 11 of the contract pricing sheet, Piranha Hose Products Inc. LLGR-08 1/2 x 600 foot Sewer Cleaning Hose, F16FS16- One (1) inch Female Fittings, FHP10NPT8- 5/8 Male Fittings, FA10MEND 5/8 Hose Menders. Samples of the internet pricing of material out of the group of materials covered in this contract. Internet's pricing of sampled items are listed below. Private commercial pricing are significantly higher than contracted municipal pricing. The internet price which is 25% - 29% higher because it is quoting gross prices, however the County purchases several different types and styles of Jetter Parts, therefore the prices are lower.

<u>For Example</u>	<u>Our Price</u>	<u>Compared Price</u>
Line #4 – LLGR-08 1/2 x 600 foot Sewer Cleaning Hose	\$1113.22	\$1413.78
Line #7 – F16FS16- One (1) inch Female Fittings	\$37.09	\$47.10
Line #9 – FHP10NPT8- 5/8 Male Fittings	\$17.96	\$22.80
Line #11 – FA10MEND 5/8 Hose Menders	\$27.71	\$35.19

X Market Survey of other jurisdictions:

Date contacted:	Please reference attachment for market survey.
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
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?	Pricing varies per item size, length with and or fitting specifications.

Explanation / Notes:

Surrounding jurisdictions such as Cobb County, Clayton County, Dekalb County and Gwinnett County all use Jetter Parts.

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

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

New contract awarded in September 2019 – no expenditure at this time

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:

Price paid:

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 A service contract for Jetter Parts is needed by the Public Works Department on a year round basis to ensure the serviceability, general upkeep and preventative maintenance of fleet Jetter vehicles and or equipment.

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

Approval by the Board of Commissioners in the renewal of this contract is critical for the Public Works Department to effectively service sewage spills, blockages and or excavations. If this contract is not renewed it could delay the department's response time in repairing or keeping equipment required to respond to any blockages and or spills within the Sewer Collections System.

Khalid Ahmad

10/30/2019

Prepared by

Date


Department Head


Date