



Fulton County Board of Commissioners
Agenda Item Summary

18-0998

BOC Meeting Date
 12/19/2018

Requesting Agency

Purchasing and Contract Compliance

Commission Districts Affected

All Districts

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

Request approval to renew existing contract – Purchasing & Contract Compliance, Bid# 18ITB010918A-CJC, Countywide Armored Car Services in the amount of \$200,000.00 with Dunbar Armored, Inc. (Hunt Valley, MD) to provide armored car services by picking up bank deposits from various Fulton county locations. This action exercises the first of two renewal options. One renewal options remains. Effective dates: January 1, 2019 through December 31, 2019

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 trust government is efficient, effective, and fiscally sound

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: To provide armored car services include the pick-up and delivery of monies collected by various County departments to designated banks and/or locations.

Community Impact: Safe pick-up and delivery of county funds.

Department Recommendation: Recommend approval

Project Implications: If this project is not approved, the County cannot ensure the safe pick-up and delivery of county funds to be deposited.

Community Issues/Concerns: None.

Department Issues/Concerns: This service is needed in order to ensure that all departments follow proper cash management procedures.

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	18-0282	04/18/2018	\$200,000.00

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)

18-0998

Continued

Renewal No. 1			\$200,000.00
Total revised Amount			\$400,000.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$200,000.00
Prime Vendor: Dunbar Armored, Inc.
Prime Status: Non-Minority
Location: Hunt Valley, MD
County: Baltimore County
Prime Value: \$200,000.00 or 100%

Total Contract Value: \$200,000.00 or 100%
Total M/FBE Value: \$-0-

[Click here to enter text.](#)

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

Total Contract Value	\$200,000.00 or 100%
Total M/FBE Values	\$-0-
Total Prime Value	\$200,000.00 or 100%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 Funding will be provided by respective agencies

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

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Felicia Strong-Whitaker, Director, Purchasing & Contract Compliance-(404) 612-5800

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: 18ITB010918A-CJC	Submitting Agency: Purchasing and Contract Compliance	Staff Contact: Felicia Strong-Whitaker	Contact Phone: 404-612-5800

Description: To provide armored car services

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$200,000.00	Amount: .	%. .
Previous Adjustments:	.	Amount: .	%. .
This Request:	\$200,000.00	Amount: .	%. .
TOTAL:	\$400,000.00	Amount: .	%. .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: Funding will be provided by respective agencies	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2019	End Date: 12/31/2019
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Strong-Whitaker, Felicia	Date: 12/7/2018
X	County Attorney:	Stewart, Derval	Date: 12/11/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/11/2018
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 12/10/2018
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 12/11/2018



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Department of Purchasing and Contract Compliance

BID/RFP# NUMBER: 18ITB010918A-CJC

BID/RFP# TITLE: Armored Car Services

ORIGINAL APPROVAL DATE: 04/18/2018

RENEWAL PERIOD: FROM: 01/01/2019 **THROUGH** 12/31/2019

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$200,000

COMPANY'S NAME: Dunbar Armored, Inc.

ADDRESS: 50 Schilling Road

CITY: Hunt Valley

STATE: MD

ZIP: 21031-1424

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/RFP#18ITB010918A-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 **DATE:** _____

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE:** _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ **(Print)**

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

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

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

Contract Renewal Evaluation Form

Date:	November 30, 2018
Department:	PURCHASING AND CONTRACT COMPLIANCE
Contract Number:	18ITB010918A-CJC
Contract Title:	COUNTY-WIDE ARMORED CAR 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.

This project was recently procured through a competitively bid process and the new solicitation incorporated any revisions required by user departments regarding a reduction or increase in scope as to the number of facilities for pick-up/drop-off; time of pick-ups-drop-offs; and other special instructions.

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:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

This project was recently procured through a competitively bid process Click here to enter text.

Market Survey of other jurisdictions:

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

Explanation / Notes:

This project was recently procured through a competitively bid process Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Was it part of the initial contract? X Yes No

Date of last purchase:	
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.

Explanation / Notes:

This project was recently procured through a competitively bid process Click here to enter text.

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.

This project was recently procured through a competitively bid process

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

If not approved, the security and safety of staff and County property would be comprised. Staff would be responsible for transporting County cash/check deposits and court documents from the various county facilities.

Charlie Crockett

November 30, 2018

Prepared by

Date

Felicia Strong-Whitaker *FSW*

November 30, 2018

Department Head

Date