



Fulton County Board of Commissioners  
**Agenda Item Summary**

# 19-0994

**BOC Meeting Date**  
 12/4/2019

**Requesting Agency**

Finance

**Commission Districts Affected**

5, 6

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

Request approval to extend existing contracts - Finance, 14RFP71726C-MT, Business Occupational Tax Certificate & Audit Services in the amount not to exceed \$15,000.00 with Avenu Insight Analytics, LLC (Birmingham, AL) to provide business license collection services for Fulton Industrial District for an additional one year period effective 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 102-420, contract modifications within the scope of the contract & necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

**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: The Finance Department is requesting extension of this contract in order to provide Business Occupational Tax Certificate and Audit Services for the 2020 calendar year.

AVENU INSIGHTS & ANALYTICS LLC is our professional service provider for the FID. The original expectation was that the FID would be annexed by either the City of South Fulton or the City of Atlanta in 2019 and no longer the responsibility of Fulton County. Via court rulings and legislative inactions that has not come to pass yet. The FID continues to be the responsibility of Fulton County until a resolution can be agreed upon regarding the incorporation of the FID into either, the City of South Fulton, the City of Atlanta, or a portion of both. In the meantime this extension is needed to continue the services through 2020.

The services to be provided will include, but will not be limited to the following:

- The vendor will provide functions associated with the billing and collection of the annual business/occupational taxes, monthly hotel/motel taxes, and monthly alcoholic beverage excise taxes due to Fulton County for the Fulton Industrial District.

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

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

•The vendor will initiate a detailed revenue discovery/recovery effort to identify and recover any “unknown” revenues currently owed to, but not being realized by, Fulton Industrial District.

•The vendor will develop a plan to implement a full scale hotel/motel, excise tax, and general business occupational tax compliance audit for the taxpayers that fall under this description.

Community Impact: There is no Community Impact.

Department Recommendation: Department recommends approval.

Project Implications:

Community Issues/Concerns: None

Department Issues/Concerns: None

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	14-0716	9/17/2014	\$108,529.00
Renewal No. 1	15-0811	9/16/2015	\$108,529.00
Renewal No. 2	16-0975	11/2/2016	\$108,529.00
Renewal No. 3	17-0781	10/4/2017	\$15,000.00
Extension No. 1	19-0049	1/23/2019	\$15,000.00
Extension No. 2			\$15,000.00
Total Revised Amount			\$370,587.00

**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

**Contract Value:** \$15,000.00  
**Prime Vendor:** AVENU Insight Analytics LLC  
**Prime Status:** Non-Minority  
**Location:** Birmingham, AL  
**County:** Jefferson County  
**Prime Value:** \$11,544.00 or 76.96%

**Subcontractor:** VK Brown Financial Services  
**Subcontractor Status:** African American Female Business Enterprise – Certified  
**Location:** Marietta, GA  
**County:** Cobb County  
**Contract Value:** \$3,456.00 or 23.04%

**Total Contract Value:** \$15,000.00 or 100.00%  
**Total M/FBE Value:** \$3,456.00 or 23.04%

[Click here to enter text.](#)

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$15,000.00 or 100.00%</b>			
<b>Total M/FBE Values</b>	<b>\$3,456.00 or 23.04%</b>			
<b>Total Prime Value</b>	<b>\$11,544.00 or 76.96%</b>			
<b>Fiscal Impact / Funding Source</b>	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
301-210-2458-1160: South Fulton Sub-District, Finance, Professional Services - \$15,000.00				
<b>Exhibits Attached</b>	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Extension NO. 2 To Form of Contract				
Exhibit 2: Contractor Performance Report				
<b>Source of Additional Information</b>	<i>(Type Name, Title, Agency and Phone)</i>			
Hakeem Oshikoya, Director, Department of Finance, (404) 612-7641				

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**

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> Yes		
<b>Solicitation Number:</b> 14RFP71726C-MT	<b>Submitting Agency:</b> Finance	<b>Staff Contact:</b> Bryce Riddell	<b>Contact Phone:</b> 404-612-7702

**Description:** Business Occupational Tax Certificate & Audit Services to provide business license collection services for Fulton Industrial District.

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	\$108,529.00	Amount: .	%: .
Previous Adjustments:	\$247,058.00	Amount: .	%: .
This Request:	\$15,000.00	Amount: \$3,456.00 or 23.04%	.
<b>TOTAL:</b>	<b>\$370,587.00</b>	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 \$: .		

<b>Funding Line 1:</b> 301-210-2458-1160 (Pending BOC approval of FY2020 Budget)	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> 1/1/2020	<b>End Date:</b> 12/31/2020
<b>Cost Adjustment:</b> \$15,000.00	<b>Renewal/Extension Terms:</b> One year extension

**ROUTING & APPROVALS**  
(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 10/25/2019
X	County Attorney:	Ringer, Cheryl	Date: 11/22/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 10/25/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/22/2019

**EXTENSION NO. 2 TO FORM OF CONTRACT**

Contractor: **AVENUE INSIGHTS & ANALYTICS, LLC.** (formerly RDS)

Contract No. **14RFP71726CMT-MH, Business License & Audit Services**

Address: **600 BEACON PARKWAY W, Suite 900**  
City, State **Birmingham, AL 35209**

Telephone: **800 556-7274**

E-mail: **kwalthall@avenuinsights.com**

Contact: **Kennon Walthall**  
**Chief Operating Officer**

**WITNESSETH**

WHEREAS, Fulton County (“County”) entered into a Contract with Revenue Discovery Systems **now known as** AVENU INSIGHTS & ANALYTICS, LLC to provide business license collection services dated March 11, 2015, on behalf of the Finance Department; and

WHEREAS, the County wishes to extend the subject contract, with all terms and conditions unchanged, for an additional one year period effective January 1, 2020 through December 31, 2020 in order to continue to provide business license collection services for Fulton Industrial District until such time that the annexation has been resolved.

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this Extension was approved by the Fulton County Board of Commissioners on [Insert Board of Commissioners approval date and item number].

**NOW, THEREFORE,** the County and the Contractor agree as follows:

This Extension No. 2 to Form of Contract is effective as of the 1<sup>st</sup> day of January, 2020, between the County and AVENU INSIGHTS & ANALYTICS, LLC, who agree that all Services specified will be performed by in accordance with this Extension No. 2 to Form of Contract and the Contract Documents for an additional one year period, with the contract ending as of the 31<sup>st</sup> day of December, 2020.

1. **COMPENSATION:** The services herein shall be performed by Contractor for a total amount not to exceed \$15,000.00 (Fifteen Thousand Dollars and No Cents).
3. **LIABILITY OF COUNTY:** This Extension No. 2 to Form of Contract shall not

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become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.

4. **EFFECT OF EXTENSION NO. \_\_\_ TO FORM OF CONTRACT:** Except as modified by this Extension No. \_\_\_ to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**[INTENTIONALLY LEFT BLANK]**

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

CONSULTANT:

**FULTON COUNTY, GEORGIA**

**AVENU INSIGHTS & ANALYTICS, LLC**

\_\_\_\_\_  
Robert L. Pitts  
Chairman

\_\_\_\_\_  
Kennon Walthall  
Chief Operating Officer

ATTEST:

ATTEST:

\_\_\_\_\_  
Jesse A. Harris  
Clerk to the Commission

\_\_\_\_\_  
Secretary/  
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Office of the County Attorney

\_\_\_\_\_  
Notary Public

APPROVED AS TO CONTENT:

County: \_\_\_\_\_

\_\_\_\_\_  
Hakeem Oshikoya, Director  
Finance Department

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

ITEM#: _____ RCS: _____ <b>RECESS MEETING</b>	ITEM#: _____ RM: _____ <b>REGULAR MEETING</b>
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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
1/1/2019	12/31/2019	1/1/2019	12/31/2019
PO Number			PO Date
19-14RFP71726CMT-MH			4/2/2019
Department	<b>Finance</b>		
Bid Number			
Service Commodity	<b>Business License &amp; Audit Services</b>		
Contractor	Avenue Insights & Analytics, LLC (Formerly Revenue Discovery Systems)		

<b>0 = Unsatisfactory</b>	<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>
<b>1 = Poor</b>	<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>
<b>2 = Satisfactory</b>	<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>
<b>3 = Good</b>	<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>
<b>4 = Excellent</b>	<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:**

0

1

2

3

4

Knowledgeable personnel. Provides timely specialized reporting as needed.

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

**Comments:**

0

1

2

3

4

Responds to special requests and updates processes due to regulatory changes in a timely manner.

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

**Comments:**

0

1



Quick to respond  
# 19-0994

4

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

0  
 1  
 2  
 3  
 4

Comments:  
Provides exceptional customer service.

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

0  
 1  
 2  
 3  
 4

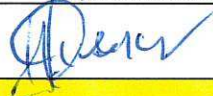
Comments:  
Key personnel is very knowledgeable and provides guidance when needed.

Overall Performance Rating: 3.8

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

Rating completed by:

Bryce Riddle

Department Head Name	Department Head Signature	Date
Makeem Oshikoya		10/25/2019

