



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

**# 14-0853**

**BOC Meeting Date**  
 10/11/2014

**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 - Department of Health & Wellness, 13RFP84391C-DR, Fulton County Animal Services, in the amount of \$2,400,000 with LifeLine Animal Project, Inc., (Avondale Estates, GA) to provide animal services. This action exercises the second of four renewal options. Two renewal options remain. Effective dates: January 1, 2015 through December 31, 2015

**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 Goal Related?** *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes                      This action supports the Board of Commissioners goal to provide cost effective municipal services to sustain the quality of life in unincorporated Fulton County

**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.)*

The Department of Health and Wellness requests approval to renew existing contract to provide animal and rabies control services to include all personnel, supplies, utilities and equipment.

This project consists of providing animal control and care services for the unincorporated Fulton County as well as the cities of Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, and Union City. Services include all personnel, supplies, utilities, equipment and rabies control.

Several equipment and service enhancements are scheduled to be made in the contract year 2014/2015 to improve the overall quality of animal control services. Those enhancements include:

1. Electrical Service Upgrade is scheduled for later this year that will help prevent power outages due to improper power loads.
2. Mechanical Systems and Equipment upgrade is scheduled for later this year that will improve the environmental quality of heating and air.
3. Development of a Facilities Master Plan that will serve as a blueprint for future renovations/capital projects at the shelter

\$2,400,000.00 was spent in FY2013.

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

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	13-0062	1/23/2013	\$2,400,000
1 <sup>st</sup> Renewal	13-0863	10/2/2013	\$2,400,000
Amendment No. 1	14-0405	6/4/2014	\$0
<b>2<sup>nd</sup> Renewal</b>			<b>\$2,400,000</b>
Total Revised Amount			\$7,200,000

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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Click here to enter text.

**Contract Value:** \$2,400,000.00  
**Prime Vendor:** Life Line Animal Project, Inc.  
**Prime Status:** Non-Minority  
**Location:** Avondale Estates, GA  
**County:** DeKalb County  
**Prime Value:** \$2,140,000.00 or 89.17%

**Subcontractor:** Pet Data, Inc.  
**Subcontractor Status:** Non-Minority  
**Location:** Famers Branch, TX  
**County:** Dallas County  
**Contract Value:** \$260,000.00 or 10.83%

**Total Contract Value:** \$2,400,000.00 or 100%  
**Total M/FBE Values:** -0-

Contractor Type	Contractor Status	Contractor Name	Address	City	State	Zip Code	Contact Name	Contact Phone	Contact Email	Upon Approval	Amount	Percentage	Prime/Contract Value
Prime	Non-M/FBE	LifeLine Animal Project		Atlanta	GA						\$2,400,000.00	89.17%	\$2,140,00.00
Sub	Non-M/FBE	Pet Data, Inc.		Irving	TX						\$260,000.00	10.83%	

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

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

**# 14-0853**

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$2,400,000.00 or 100%</b>			
<b>Total M/FBE Values</b>	<b>-0-</b>			
<b>Total Prime Value</b>	<b>\$ 2,140,000.00 or 89.10%</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> 100-750-S210-1215: General, Planning & Community Services, Cont-Animal Control - \$2,400,000.00				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Contract Renewal Evaluation Form Exhibit 2: Contract Renewal Forms Exhibit 3: Contractor Performance Report				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i> Oliver Delk, Animal Services Director, Department of Health & Wellness, (404) 613-1316				

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

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

Continued

**Procurement****Contract Attached:**  
No**Previous Contracts:**  
Yes**Solicitation Number:**  
13RFP84391C-DR**Submitting Agency:**  
Health & Wellness**Staff Contact:**  
Oliver Delk**Contact Phone:**  
(404) 613-1216**Description:****FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: 2,400,000.00

Previous Adjustments: 2,400,000.00

This Request: 2,400,000.00

TOTAL: 7,200,000.00

**MBE/FBE Participation:**

Amount: %:

Amount: %:

Amount: %:

Amount: %:

**Grant Information Summary:**

Amount Requested: .

☐

Cash

Match Required: .

☐

In-Kind

Start Date: .

☐

Approval to Award

End Date: .

☐

Apply &amp; Accept

Match Account \$: .

**Funding Line 1:**100-750-S210-1215  
Pending BOC  
approval of FY2015  
budget**Funding Line 2:**

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**Funding Line 3:**

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**Funding Line 4:**

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**KEY CONTRACT TERMS****Start Date:**

1/1/2015

**End Date:**

12/31/2015

**Cost Adjustment:**

.

**Renewal/Extension Terms:**

.

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Strong-Whitaker, Felicia	Date: 9/11/2014
.	County Attorney:	.	Date:
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date:
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 9/11/2014
.	Grants Management:	.	Date:
X	County Manager:	O'Connor, Patrick	Date:

## Contract Renewal Evaluation Form

<b>Date:</b>	September 5, 2014
<b>Department:</b>	HEALTH AND WELLNESS
<b>Contract Number:</b>	13RFP84391C-DR
<b>Contract Title:</b>	Fulton County Animal 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 is a fixed cost contract which does not allow for reductions in the scope or costs until the year of 2017.**

**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:**

Click here to enter text.

☐ **Market Survey of other jurisdictions:**

Date contacted:	N/A
Jurisdiction Name / Contact name:	N/A
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	N/A
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 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?	See Explanation Below

**Explanation / Notes:**

**Fulton County is the only metro county (Cobb, DeKalb, Gwinnett, Clayton, etc.) that contracts out to an outside vendor for both enforcement and sheltering of animal services.**

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

N/A

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

\$2,400,000.00

**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, 2014
Price paid:	2,400,000.00
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A

**Explanation / Notes:**

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.

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

Fulton County Government has billed and received payment from the 14 cities located within the County to receive animal services. If this contract is not approved, the County will be liable for repayment to the cities for non-delivery of services.

Oliver R. Delk

September 5, 2014

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**Prepared by**

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**Date**

Click here to enter text.

Click here to enter a date.

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**Department Head**

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**Date**



Fulton County, GA

**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL**

**DEPARTMENT:** Health and Wellness

**BID/RFP# DESCRIPTION:** Fulton County Animal Services

**BID/RFP# NUMBER:** 13RFP84391C-DR

**ORIGINAL APPROVAL DATE:** January 23, 2013 ITEM #13-0062

**RENEWAL PERIOD: FROM:** January 1, 2014 **THROUGH** December 31, 2015

**RENEWAL OPTION # 2 OF 4**

**NUMBER OF RENEWAL OPTIONS:** 4

**RENEWAL AMOUNT:** \$ 2,400,000.00

**COMPANY'S NAME:** LIFELINE ANIMAL PROJECT, INC.

**ADDRESS:** 129 LAKE STREET

**CITY:** AVONDALE ESTATE

**STATE:** GEORGIA

**ZIP:** 30002

**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#**

(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:** \_\_\_\_\_

**ATTEST:**

**FULTON COUNTY, GEORGIA**

\_\_\_\_\_ **DATE:** \_\_\_\_\_  
**JOHN H. EAVES, CHAIRMAN**  
**BOARD OF COMMISSIONERS**

\_\_\_\_\_ **DATE:** \_\_\_\_\_  
**MARK MASSEY**  
**CLERK TO THE COMMISSION**

**DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:**

**DEPARTMENT HEAD:** \_\_\_\_\_ (Print)

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Please indicate if the following are provided:*

- ☐ **BOC Chairperson's signature required on renewals \$ 50,000.00 or more or any Bid/RFP previously approved by the Board of Commissioners of Fulton County.**
- ☐ **A copy of the current Certificate of Insurance must be attached to all renewals.**
- ☐ **Current Performance and Payment Bonds attached (If required)**
- ☐ **Minimum of four (4) signature pages required.**

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
<b>CONTRACTORS PERFORMANCE REPORT</b> <b>PROFESSIONAL SERVICES</b>				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
8/1/2013	6/30/2014		3/15/2013	12/31/2014
PO Number				PO Date
Department	<b>HEALTH AND WELLNESS</b>			
Bid Number	<b>13RFP84391C-DR</b>			
Service Commodity	<b>Animal Control Services</b>			
Contractor	<b>Lifeline Animal Project, Inc.</b>			

- 0 = Unsatisfactory *Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.*
- 1 = Poor *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.*
- 2 = Satisfactory *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.*
- 3 = Good *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.*
- 4 = Excellent *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.*

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

Comments:

☐ 0 The contractor has showed steady improvement in the delivery of services as required by the contract. The contractor does need to identify alternate sources of funding for special projects, (adoptions, flyers, promotional materials)

☐ 1

☐ 2

☒ 3

☐ 4

**2. 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 The contractor's response time was greatly enhanced with the addition of the 14 new trucks added to the County's fleet. The contractor's was serverly hampered in responding to calls due to the mechanical condition of the trucks in the County's inventory.

☐ 1

☐ 2

☐ 3

☒ 4

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

Comments:

☐ 0 The contractor needs to develop a better method of responding to problem inquiries from the public. The contractor needs to develop a SOP (Standard Operational Policy) to guide them when addressing problems with the public.

☐ 1

☒ 2

☐ 3

☐ 4

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

Comments:

☐ 0

- ☐ 1
- ☐ 2
- ☒ 3
- ☐ 4

Since the last report, the contractor has improved their ability to provide the appropriate documentation for timely invoicing.

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

- ☐ 0
- ☐ 1
- ☐ 2
- ☒ 3
- ☐ 4

Comments:

The contractor has filled most of the positions as required by the contract. Based on the review of their personnel qualifications, the contractor has provided the appropriate staff to carry out the duties and responsibilities outlined in the contract.

Overall Performance Rating:	3.0		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	Oliver.Delk
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature		Date
			9/11/2014