



Fulton County Board of Commissioners
Agenda Item Summary

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	

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

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

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

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%	

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

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

14-0853

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

Total Contract Value	\$2,400,000.00 or 100%
Total M/FBE Values	-0-
Total Prime Value	\$ 2,140,000.00 or 89.10%

Fiscal Impact / Funding Source	<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	
Exhibits Attached	<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	
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Oliver Delk, Animal Services Director, Department of Health & Wellness, (404) 613-1316	

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

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: .	<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: 100-750-S210-1215 Pending BOC approval of FY2015 budget	Funding Line 2: . .	Funding Line 3: . .	Funding Line 4: . .

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

Date:	September 5, 2014
Department:	HEALTH AND WELLNESS
Contract Number:	13RFP84391C-DR
Contract Title:	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

Prepared by

Date

Click here to enter text.

Click here to enter a date.

Department Head

Date

**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				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
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	HEALTH AND WELLNESS			
Bid Number	13RFP84391C-DR			
Service Commodity	Animal Control Services			
Contractor	Lifeline Animal Project, Inc.			

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)

0 Comments:
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)

0 Comments:
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 severly 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)

0 Comments:
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)

0 Comments:

- 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 Signature		Date
			9/11/2014