



Fulton County Board of Commissioners
Agenda Item Summary

18-0942

BOC Meeting Date

12-19-18

Requesting Agency

Real Estate and Asset Management

Commission Districts Affected

All Districts

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

Request approval to extend existing contract- Department of Real Estate and Asset Management, #15ITB98892K-EC, General Landscaping, Maintenance and Lawn Care - Fulton County, with Georgia Green Landscaping, LLC. (Marietta, GA) in the total amount of \$75,000.00 to provide general landscaping, maintenance and lawn care-Fulton County libraries for an additional three month period. Effective dates: January 1, 2019 through March 31, 2019.

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: This contract provides general landscaping and lawn care for Fulton County libraries. This includes, but is not limited to, maintenance of ground covers, annuals, perennials, shrubs, trees and irrigation systems. The maintenance shall include but not limited to application of fertilizers, herbicides, pesticides, watering, pruning, weeding, deadheading, replacement planting (as approved by the County), loose trash removal and disposal out of county facilities, leaf removal, irrigation repair and maintenance, tree removal and spring and fall clean up.

General Landscaping & Lawn Care Included:

- Spring/Fall Cleanup: April & November
- Turf Maintenance; Removing debris, seeding, aeration, vermicide
- Mowing of Properties: Turf shall be at a height of 2 to 2.5 inches
- Mulch: Mulch depth from two (2) inches to three (3) inches.
- Shrubs and Tree Plant Maintenance: Necessary prune, trim and cleaning
- Weed Control and Fertilization

Community Impact: Enhance the professional appearance of the facilities and surrounding communities.

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)

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to extend existing contract to provide general landscaping, maintenance and lawn care-Fulton County libraries for three months.

This extension for a three (3) month time period effective; January 1, 2019 through March 31, 2019, is being requested to ensure continued general landscaping, maintenance and lawn care-Fulton County libraries until the new contracts are executed. The Department (DREAM) requested ITB#181TB113643C-GS to be cancelled for two reasons: (1) Change award option from a single lowest bidder to multiple bidders; and (2) The lowest bidder (Land Services, Inc.) office is located in Nashville, TN with the intent to sub-contract the services to local vendors. Having multiple contractors will provide the County with maximum flexibility and sufficient manpower resources in order to respond to the service needs and with prime contractors with local presence provide stability. For these reasons we recommend this action is in the best interest of the County to re-solicit.

The ITB documents have been revised and re-submitted to Purchasing for new solicitation process for FY2019. The existing contract #15ITB98892K-EC expires on December 31, 2018. The extended term will allow enough time for ITB solicitation; to evaluate/recommend bid; BOC approved new awards and contract execution process are completed. We anticipate new contract to begin April 1, 2019.

Project Implications: This contract provides all of the necessary all labor, equipment, transportation and materials to provide general landscaping, maintenance and lawn care services for County-wide facilities.

Community Issues/Concerns: None that the Department is aware of.

Department Issues/Concerns: If this extension is not approved, the County could not continue to provide general landscaping, maintenance and lawn care services for 37 County-wide facilities.

History of BOC Agenda Item: Yes, see chart below:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	15-1053	11/18/15	\$221,000.00
1 st Renewal	16-1201	12/21/16	\$342,000.00
2 nd Renewa1	17-0901	11/1/17	\$342,000,00
Extension #1			\$75,000.00
Total Revised Amount			\$980,000.00

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

Contract Value: \$75,000.00
Prime Vendor: Georgia Green Landscaping
Prime Status: Non-Minority
Location: Marietta, GA
County: Cobb County
Prime Value: \$60,000.00 or 80.00%

Subcontractor: M.J. Lawn & Maintenance

Continued

Subcontractor Status: African American Male Business Enterprise Non-Certified
Location: Lithonia, GA
County: DeKalb County
Contract Value: \$15,000.00 or 20.00%

Total Contract Value: \$75,000.00 or 100.00%
Total M/FBE Value: \$15,000.00 or 20.00%

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

Total Contract Value	\$75,000.00 or 100.00%
Total M/FBE Values	\$15,000.00 or 20.00%
Total Prime Value	75,000.00 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-520-5222-1160, General, Real Estate and Asset Management, Professional Services-\$75,000,
 "Subject to availability of funding adopted for FY2019 by BOC"

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
Exhibit 1: Extension No.1 To Form of Contract
Exhibit 2: Contractor's Performance Report
Exhibit 3: Cancellation Letter

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Ellis G. Kirby, LEED AP, CEM, CEFP, Deputy Chief Operation Officer for Infrastructure, (404) 612-5919

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)

Continued

Procurement

Contract Attached: Yes	Previous Contracts: Yes		
Solicitation Number: 15ITB98892K-EC	Submitting Agency: Department of Real Estate and Asset Management	Staff Contact: Sang Gon Kim	Contact Phone: 404-612-6127

Description: Approval to extend existing contract for General Landscaping, Maintenance and Lawn Care – Fulton County Libraries

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$221,000.00	Amount: \$196,000	\$20.00%
Previous Adjustments:	\$684,000.00	Amount: .	%: .
This Request:	\$75,000.00	Amount: \$15,000	20.00%: .
TOTAL:	\$980,000.00	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: 100-520-5222-1160: \$75,000.00 "Subject to availability of funding adopted for FY2019 by BOC"	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2019	End Date: 3/31/2019
Cost Adjustment: Click here to enter text.	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

XX	Originating Department:	Kirby, Ellis	Date: 10/22/2018
X	County Attorney:	Stewart, Denval	Date: 11/25/2018
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/25/2018
XX	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 10/22/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/26/2018

EXTENSION NO. 1 TO FORM OF CONTRACT

Contractor: **Georgia Green Landscaping, LLC**

Contract No. **15ITB98892K-EC, General Landscaping, Maintenance and Lawn Care-Fulton County Libraries**

Address: **3605 Sandy Plains Road, Suite 240-102**
City, State **Marietta, GA 30066**

Telephone: **(706) 523-1139**

E-mail: gagreenlandscaping@yahoo.com

Contact: **Mark Gregory**
Owner

WITNESSETH

WHEREAS, Fulton County ("County") entered into a Contract with **Georgia Green Landscaping, LLC** to provide/perform **General Landscaping, Maintenance and Lawn Care for Fulton County Libraries** dated February 25, 2016, on behalf of the Department of Real Estate and Asset Management (formally Public Works/General Services Department); and

WHEREAS, the purpose of this extension to ensure continued General Landscaping, Maintenance and Lawn Care for Fulton County Libraries for an additional three month period effective January 1, 2019 through March 31, 2019; and

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, _____, **BOC Item #**_____.

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

This Extension No. 1 to Form of Contract is effective as of the ___ day of _____, 2019, between the County and **Georgia Green Landscaping, LLC**, who agree that all Services specified will be performed in accordance with this Extension No. 1 to Form of Contract and the Contract Documents.

SCOPE OF WORK TO BE PERFORMED: To continue for an additional three month period, effective January 1, 2019 through March 31, 2019. To provide General Landscaping, Maintenance and Lawn Care for Fulton County Libraries assignment in

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support of Fulton County Department of Real Estate and Asset Management until new contract is executed.

COMPENSATION: The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed \$75,000.00 (Seventy Five Thousand Dollars and No Cents).

LIABILITY OF COUNTY: This Extension No. 1 to Form of Contract shall not 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.

EFFECT OF EXTENSION NO. 1 TO FORM OF CONTRACT: Except as modified by this Extension No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

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:

FULTON COUNTY, GEORGIA

CONSULTANT:

**GEORGIA GREEN
LANDSCAPING, LLC**

Robert L. Pitts
Chairman

Mark Gregory
Owner

ATTEST:

ATTEST:

Jesse A. Harris
Clerk to the Commission

Secretary/
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

Ellis G. Kirby, LEED AP, CEM, CEFP,
Deputy Chief Operation Officer for
Infrastructure

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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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
1/3/2018	10/10/2018	1/3/2018	12/31/2018
PO Number			PO Date
			3/1/2017
Department	Real Estate and Asset Management		
Item Number	15ITB98892K-EC		
Service Commodity	General Landscaping & Maintenance Lawn Care		
Contractor	Georgia Green Landscaping		

= 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)

Comments:

0

1

2

3

4

Vendor has provided quality products pine straw and other landscape materials as requested of the contract. Vendor is always willing to help with any additional issues or added task.

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

We had some issues with landscaping at some of the facilities the first six months of the contract but after meeting with the vendor performance has improved. Vendor has always delivered additional request in a timely manner. Extra cuttings when requested for special events. additional pine straw when requested. Vendor was very willing to aid in any relief during recent storms..

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

Comments:

0

1

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and other occurrences that come up, vendor has taken care of any additional request as requested.

4

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

0

1

2

3

4

Comments:

vendor has provided proper invoices and other request as requested or required. we have had some problem's regarding monthly reports and pictures as requested and agreed. Still working with vendor to improve with reports , still having issues with submitting pictures.

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

0

1

2

3

4

Comments:

Mark Gregory has provided adequate and professional landscaping staff as needed or requested to complete the task and other task that have came up.

Overall Performance Rating:

2.8

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

Yes No

Rating completed by:

mark.wade

Department Head Name

Department Head Signature

Date

Ellis G. Kirby

John D. ... FOX ER

6/11/2018



INTEROFFICE MEMORANDUM

Ellis G. Kirby, LEED AP, CEM, CEFP, Director
Department of Real Estate and Asset Management
Phone: (404) 612-5919
Fax: (404) 612-1766

TO: Felicia Strong-Whitaker, Director,
Department of Purchasing and Contract Compliance

FROM: Ellis G. Kirby, Director *for EGD*

DATE: October 11, 2018

SUBJECT: Cancellation ITB – #18ITB113643C-GS – General Landscaping & Lawn Care
Countywide Facilities

By this Memorandum we are requesting approval to cancel and re-bid ITB – # 18ITB 113643C-GS – General Landscaping & Lawn Care Countywide Facilities due to user department; DREAM requested to change the award option on Article 16/Section 1. the Basis of Award (**16. BASIS OF AWARD**; The County shall award to the overall lowest responsive and responsible bidder complying with the provisions of this 1TB).

We will submit a new requisition (RQN) with revised award option for multiple vendors that was suggested by DREAM.

If you need additional information, please contact Sang Gon Kim at (404) 612-6127.

cc: Charles Leonard, CAPA, Team C, Purchasing & Contract Compliance
Gertis Strozier, APA, Team C, Purchasing & Contract Compliance
Mark Wade, Vector Control Manager, DREAM
Harry Jordan, Contract Administrative Supervisor