

**Agenda Item Summary**BOC Meeting Date
12/4/2019**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 of lowest responsible bidder - Department of Real Estate and Asset Management, 19ITB120301C-BKJ, Commercial Appliance Repair and Services in the amount of \$300,000.00 with Wilson's Sons d/b/a Mechanical Maintenance, Inc. (Atlanta, GA), to furnish all materials, parts, labor, tools, equipment and appurtenances necessary to provide on-site commercial appliance repair and services for Fulton County facilities on an "as needed" basis effective January 1, 2020 through December 31, 2020, with two renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 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 furnish all materials, parts, labor, tools, equipment and appurtenances necessary to provide on-site commercial appliance repair service for Fulton County facilities on an "as needed basis". The Scope of Work covers the repair of commercial appliances such as ranges, refrigerators, ice makers, steam tables, convection ovens, serving shelves, food warmers, and fryers, from various manufacturers.

The scope includes but not limited to:

Predictable Routine Services

1. Provide a full report of repairs completed including the serial number of the equipment repaired.
2. Request written approval from the Building Maintenance Manager for any repairs above \$500.00.
3. Respond within three (3) hours for critical units such as walk-in coolers and freezers.
4. Perform professional installation in case of appliances being transferred from another facility.

Preventive Maintenance**Agency Director Approval****County Manager's Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

1. Perform a Preventative Maintenance (PM)/Sanitation in accordance with manufacturer's requirements:
 - Cooking Equipment; oven, range, deep fryer, grill, griddles, broilers, toasters, coffee brewer, microwave;
 - Refrigeration Equipment; refrigerator, freezer, ice machine, non-leased beverage dispensers;
 - Storage Equipment; shelving, utility carts, sheet pan racks, food storage containers, drying racks;
 - Food Prep Equipment; food processors, prep tables, mixers, grinders, blenders;
2. Perform a semi-annual PM of evaporator/condenser coils on all walk-in coolers/freezer and reach-in coolers/freezers.
3. Perform a semi-annual PM of kitchen exhaust fans, including and not limited to, checking operation of fans, replacement of filters, greasing of bearings and replacement of belts where used;

Technical Reports: Submit reports on services calls within three (3) business days of completion.

Delivery: Must respond to request in accordance with criteria referenced in the ITB.

Warranty: Provide a warranty for parts and labor for minimum one (1) year.

Community Impact: The only impact to the community is the interruption in the supply of meals to the multi-purpose and community centers if the appliances are inoperable.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval of the lowest responsible bidder to provide on-site commercial appliance repair and service for Fulton County facilities on an "as needed" basis for fiscal year 2020.

The recommendation was based on the bidder's prices for labor rates by calculating the given estimated hours for routine repair/replacement services during normal operating hours & after-hours/holidays; preventive maintenance services: kitchen exhaust fans, walk-in cooler and walk-in freezer; quarterly preventive maintenance on ice machine; and labor charges during normal hours for installation services for appliances procured by Fulton County.

The County received and evaluated one (1) bid response to the solicitation. Wilson's Sons d/b/a Mechanical Maintenance, Inc. submitted the only responsible and responsive bid to provide on-site commercial appliance repair and service for Fulton County facilities on an "as needed basis" for fiscal year 2020.

We recommend \$300,000 in total spending authority to help cover the cost for in anticipation of 2020 deferred maintenance repairs of commercial kitchen appliances for 12 designated senior facilities; Greater Fulton Area - three (3) major senior multi-purpose centers and six (6) neighborhood centers; and Central Fulton Area - one (1) multi-purpose senior center and two (2) neighborhood centers. Also, this is a time and material contract that require covering the cost for routine repairs and preventive maintenance quarterly/semi-annual services; and replacement of component parts.

Wilson's and Sons d/b/a Mechanical Maintenance (current contractor) has performed very good and

highly competent as a commercial appliance repairer for Fulton County as stated in their performance report with an average rating of 3.2.

Historical Expenditures:

- FY2019: The County spent as of 10/22/2019, \$84,974.94
- FY2018: The County spent \$123,116.00
- FY2017: The County spent \$87,000.00
- FY2016: The County spent \$50,000.00

Project Implications: This contract provides preventative maintenance and repair services to all County's commercial appliances in accordance to the manufacturer's requirements.

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

Department Issues/Concerns: If this contract is not approved, the Department will not be able to provide on-site commercial appliance repair and services Countywide.

History of BOC Agenda Item: This is a new procurement.

Contract Compliance Information

(Provide Contractor and Subcontractor details.)

Contract Value:	\$300,000.00
Prime Vendor:	Wilson and Sons Mechanical Maintenance Corporation
Prime Status:	African American Male Business Enterprise Non-Certified
Location:	Atlanta, GA
County:	Fulton County
Prime Value:	\$300,000.00 or 100.00%
Total Contract Value:	\$300,000.00 or 100.00%
Total M/FBE Value:	\$300,000.00 or 100.00%

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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	6	1	0	7
No. Bids Received:	0	1	0	1
Total Contract Value	\$300,000.00 or 100.00%			
Total M/FBE Values	\$300,000.00 or 100.00%			
Total Prime Value	\$300,000.00 or 100.00%			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>				
100-520-5220-1116: General, Real Estate and Asset Management, Building Maintenance- \$200,000 100-520-5221-1116: General, Real Estate and Asset Management, Building Maintenance- \$100,000 "Subject to availability of funding adopted for FY2020 by BOC"				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>				
Exhibit 1: Bid Tabulation Sheet Exhibit 2: Contractor's Performance Report Exhibit 3: Department Recommendation Letter				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i>				
Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772				

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:**
No**Previous Contracts:**
No**Solicitation Number:**
19ITB120301C-BKJ**Submitting Agency:**
Department of Real
Estate and Asset
Management**Staff Contact:**
Sang Gon Kim**Contact Phone:**
404-612-6127**Description:** Approval of the lowest responsible bidder to provide commercial appliance repair and service for Fulton County facilities on an "as needed" basis.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .
 Previous Adjustments: .
 This Request: \$300,000.00
 TOTAL: \$300,000.00

MBE/FBE Participation:

Amount: %: [Click here to enter text.](#)
 Amount: . %: .
 Amount: \$300,000 100.00%: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

100-520-5220-1116:
 \$200,000.00, "Subject
 to the availability of
 funding adopted for
 FY2020 by BOC"

Funding Line 2:

100-520-5221-1116:
 \$100,000.00, "Subject
 to the availability of
 funding adopted for
 FY2020 by BOC"

Funding Line 3:

.

Funding Line 4:

.

KEY CONTRACT TERMS**Start Date:**

1/1/2020

End Date:

12/31/2020

Cost Adjustment:

[Click here to enter
text.](#)

Renewal/Extension Terms:

Two renewal options.

ROUTING & APPROVALS

(Do not edit below this line)

XX	Originating Department:	Davis, Joseph	Date: 10/30/2019
X	County Attorney:	Stewart, Denval	Date: 11/21/2019
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
XX	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 10/30/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/22/2019

BID TABULATION SHEET										
BID ID#19ITB120301C-BJK			CLOSING DATE: 9/25/2019				PAGE NUMBER: 1 of 1			
BID DESCRIPTION: Commercial Appliance Repair and Service Department: Real Estate and Asset Management										
			VENDOR CODE		VENDOR CODE		VENDOR CODE		VENDOR CODE	
			VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME	
			Wilson's Sons d/b/a Mechanical Maintenance, Inc.							
			ADDRESS		ADDRESS		ADDRESS		ADDRESS	
			1354 Downs Dr SW, Atlanta, GA 30311							
			TELEPHONE		TELEPHONE		TELEPHONE		TELEPHONE	
			404-758-0123							
			CONTACT:		CONTACT:		CONTACT:		CONTACT:	
Eric Wilson										
No	Description of Cost	Estimate Annual Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Labor Charges for repair/replacement services during normal operating hours	800 Hrs	\$110.00	\$88,000.00						
2	Labor Charges for repair/replacement services for after-hours and holiday operations	75 Hrs	\$165.00	\$12,375.00						
3	Cost of doing preventive maintenance of kitchen exhaust fans as per Scope of Work	60	\$330.00	\$19,800.00						
4	Cost of doing preventive maintenance of walk-in cooler as per Scope of Work in Section 4	10	\$330.00	\$3,300.00						
5	Cost of doing Quarterly preventive maintenance of ice machine as per Scope of Work in Section 4	30	\$330.00	\$9,900.00						
6	Cost of doing preventive maintenance of walk-in freezer as per Scope of Work in Section 4	10	\$300.00	\$3,000.00						
7	Labor Charges for installation services during normal operating hours (for appliances procured by Fulton County) **	400 Hrs	\$110.00	\$44,000.00						
8	Labor Charges for installation services for after-hours and holiday operations (for appliances procured by Fulton County) **	50 Hrs	\$165.00	\$8,250.00						
9	Total estimated annual cost (add figures on lines 1 to 8 under "Total Cost")			\$188,625.00						
Base Bid Amount			\$188,625.00							
BIDS MAILED										
BIDS RECEIVED:			1		APA: Brian Jones					

NON RESPONSIVE VENDORS AND OTHER INFORMATION

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	7/26/2019	1/1/2019	12/31/2019
PO Number			PO Date
02081900000000000140			2/8/2019
Department	<u>Real Estate and Asset Management</u>		
Bid Number	17ITB106029C-BKJ		
Service Commodity	Commercial Appliance Repair Service		
Contractor	MECHANICAL MAINTENANCE d/b/a WILSON'S SON		

= Unsatisfactory	Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient; unacceptable delay, incompetence, high degree of customer dissatisfaction.
= 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.
= 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.
= 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.
= 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.

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

Comments:

Services have improved and Vendor has taken more responsibilities from us. Administration is easy to contact and responsive, quotes and invoicing are submitted satisfactorily. Communicating current status of ongoing projects has improved but there is room for growth there still, and I have spoken with Administration about it and Vendor is currently working on it. - Erick Garcia

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

Comments:

Vendor responsiveness is good and meets agreement, timely completion still questionable on certain requests and the nature of it, I'll blame it on the availability of parts on some of the old appliances so I'm divided 80% good and 20% questionable based on past experience with prior Vendor I'll grade it a 3 for prompt responsiveness on emergency calls as well as resourceful when required. Short of a 4 due to some call backs. - Erick Garcia

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

Comments:

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Vendor is customer service inclined, cordial, responsive, takes direction well, listens to constructive criticism and takes action to correct. - Erick Garcia

☐ 3
☒ 4

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

☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:

Meets expectations. Communicates to work within budget. Invoicing is accurate and only hinder at times by the separation of PM's as we still working on implementing the generation of cycles on Maximo. - Erick Garcia

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

☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:

Key personnel display appropriate experience and knowledge. Supervisor/Manager actively involve and readily available to assist their less experienced technicians. - Erick Garcia

Overall Performance Rating: 3.2

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

☒ Yes ☐ No

Rating completed by:

aziza.brown

Department Head Name

Department Head Signature

Date

JOSEPH N. DAIS



9/9/2019



INTEROFFICE MEMORANDUM

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

FROM: Joseph Davis, Director, DREAM 

DATE: October 22, 2019

SUBJECT: **Recommendation Award - . #19ITB120301C-BKJ**
Commercial Appliance Repair and Services

RECOMMENDATION: We are requesting approval to recommend the lowest responsible bidder, Bid#19ITB120301C-BKJ, Commercial Appliance Repair and Services in the total amount of \$300,000.00 with Wilson's and Sons d/b/a Mechanical Maintenance (Atlanta, GA), furnish all materials, parts, labor, tools, equipment and appurtenances necessary to provide on-site commercial appliance repair and services. Effective dates: January 1, 2020 through December 31, 2020, with two renewal options.

DISCUSSION: The County received and evaluated only one (1) bid response to the solicitation.

Recommended Bidder	Award Amount	Notes
Wilson's Sons d/b/a Mechanical Maintenance, Inc.	\$300,000.00	Lowest Bidder with a Base Bid Amount of \$188,625.00

The recommendation was based on the bidder's prices for labor rates by calculating the given estimated hours for routine repair/replacement services during normal operating hours & after-hours/holidays; preventive maintenance services: kitchen exhaust fans, walk-in cooler and walk-in freezer; quarterly preventive maintenance on ice machine; and labor charges during normal hours for installation services for appliances procured by Fulton County.

Wilson's Sons d/b/a Mechanical Maintenance, Inc. submitted a responsible and responsive bid to provide on-site commercial appliance repair and service for Fulton County facilities on an "as needed basis" for fiscal year 2020.

We recommend \$300,000 in spending authority due to the in anticipation of 2020 deferred maintenance repairs of commercial appliances for 12 designated senior facilities; Greater Fulton Area - three (3) major senior multi-purpose centers and six (6) neighborhood centers; and Central Fulton Area - one (1) multi-purpose senior center and two (2) neighborhood centers.

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Wilson's and Sons d/b/a Mechanical Maintenance (current contractor) has performed very good and highly competent as a commercial appliance repairer for Fulton County as stated in their performance report with an average rating of 3.2.

If you require additional information, contact Sang Kim, Contracting Officer at ext. 26127.

ATTACHMENT: Bid Tabulation Sheet

cc: Michael Ross, Administrator, DREAM

LaKeshia Brackett, Building Maintenance Manger- Greater Fulton, DREAM

Vijay Nair, Building Maintenance Manger- Central Fulton, DREAM

Mark Hawks, CAPA, Team C, Purchasing & Contract Compliance

Brian Jones, APA, Team C, Purchasing & Contract Compliance

Harry Jordan, Contract Management Administrator, Purchasing/DREAM

Sang Gon Kim, Contracting Officer, Purchasing/DREAM



INTEROFFICE MEMORANDUM

Joseph N. Davis, Director
 Department of Real Estate and Asset Management
 Phone: (404) 612-3772
 Fax: (404) 612-1002

TO: Joseph N. Davis, Director 

THROUGH: Michael Ross, Administrator, DREAM

FROM: Vijay Nair, Building Maintenance Manager- Central, DREAM
 LaKeshia Brackett, Building Maintenance Manager- Greater, DREAM

DATE: October 22, 2019

SUBJECT: ITB #19ITB120301C-BKJ- Commercial Appliance Repair and Services

The above mentioned ITB are being submitted for your evaluation. Please reviews attached Bid Responses and make your recommendation for award. Annotate your recommendation below:

Total Award Authority Requested: \$ 300,000 (FY2020)

Funding Line(s): 100-520-5220-1160 = \$ 200,000 (Greater 5220)
100-520-5221- 1116 = \$ 100,000 (Central 5221)

RECOMMENDATION/JUSTIFICATION:

Recommended Bidder	Award Amount	Notes
Wilson's Sons d/b/a Mechanical Maintenance, Inc.	\$188,625.00	

Awarded amount has increased by \$40,000 from previous contract award. In anticipation of 2020 repairs and Senior Surge purchasing, contingency has been added for authority request

GF with three major senior m.p centers and 6 neighborhood centers against CF with one mp center and two neighborhood centers. Numbers need to be proportional.

Department Approval Authorization:

Authorized Signature: Florence Thornton
(DREAM Financial Administrator)

Date: 10/22/19

Authorized Signature: [Signature]
(By Director/Deputy Director)

Date: 10/22/19

Attachments:

1. Tab Sheet #19ITB120301C-BKJ
2. Bid Responses: 1 (Wilson's Sons)

C: Harry Jordan, Contract Management Administrator, Purchasing/DREAM
Sang Gon Kim, Contracting Officer, Purchasing/DREAM
Brian Jones, APA, C Team, Purchasing & Contract Compliance
Florene Thornton, Financial Administrator, DREAM

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			404-758-0123							
			CONTACT:		CONTACT:		CONTACT:		CONTACT:	
			Eric Wilson							
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