



Fulton County Board of Commissioners
Agenda Item Summary

18-0939

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 the statewide contract - Department of Real Estate and Asset Management, SWC90806, Facility Maintenance for Preventive Jail Maintenance Services at the South Fulton Municipal Regional Jail at Union City in the amount of \$625,992.00 with CGL Facility Management, LLC (Fayetteville, GA) to provide comprehensive operation, preventive and corrective maintenance services at the South Fulton Municipal Jail at Union City. Effective dates: January 1, 2019 through December 31, 2019.

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

In accordance with Purchasing Code Section 102-461, requests for approval of statewide contracts 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 provides for engineering management and technical expertise to maintain interior and exterior equipment and spaces, including, but not limited to: participate in strategic planning, budgeting sessions; evaluate infrastructure needs; energy management; provide an inventory of all equipment and systems, supervision, labor, materials, supplies, spare parts, tools, preventive and predictive maintenance and emergency services for the building and building systems in the facilities; assist Union City Jail staff and outside contractors and consultants hired by Fulton County for facility improvements, additions, upgrades, building retrofits and studies and monitor regulatory compliance for systems included in scope.

The Statewide Contractor (facility maintenance) will operate, maintain, monitor, and adjust the day-to-day operations of all mechanical, electrical, and building systems. The contractor shall be fully responsible for providing customer service, quality control and all other services.

Basic services shall include:

- Facility Management: day-to-day management
- Landscaping/Grounds
- Electrical Systems but not limited to; high voltage distribution systems inclusive of transformers, switchgear, cables, and secondary conductors; all switchgear, main panel boards, subpanels, disconnects, motor starters and receptacles.

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)

- Kitchen Equipment: Preventive maintenance schedule for appliance repairs
- Security Systems including but not limited to; audio systems, video systems, CCTV and cable TV
- Emergency Generator Systems
- Lighting: Preventive maintenance on all interior and exterior lighting attached to facility, security lighting, ballast, lighting control systems and lamp replacement. Exterior pole lighting is not responsibility of the Contractor.
- Heating Ventilation and Air Conditioning Equipment including but not limited to; direct exchange cooling units, heat pumps, air handling units, roof tops, exhaust fans coils and refrigerant piping
- Fire Alarm including but not limited to; fire suppression system, fire sprinklers, fire extinguishers and fire panels.
- Fire Sprinkler Systems
- Plumbing and Sewer including but not limited to; pipes, service pipes, drains, sumps, backflow prevention devices, sewage grinders, septic tanks, pumps, water heaters, sinks, showers, toilets, faucets, water purifiers, garbage disposals, washer lines, floor drains, and leak detection.
- Building Utility Systems including but not limited to; chilled water, hot water, steam, and condensate, associated supply, return, and condensate pumps and controls, domestic hot water heat exchangers, chemical water treatment equipment, electrical, electronic, and pneumatic control systems, and compressed air systems.
- Laundry Equipment: preventive maintenance schedule for all equipment as required by the manufacturer.
- Pest Control
- Natural Gas and LP Gas Distribution and Combustion Systems

Services not included:

- Site Utilities
- Janitorial Services
- Roofing Services and Waterproofing Systems
- Asphalt/Concrete Repair
- Card Access System
- IT Maintenance

However, if there is any interruption in the supply of any/all of the above utilities, the Contractor will coordinate with the respective utility vendors and ensure early resumption of utilities.

Community Impact: None that the Department is aware of.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to utilize statewide contract to provide comprehensive operation, preventive and corrective facility maintenance services at the South Fulton Municipal Jail at Union City for fiscal year 2019.

Base Contract(PM/maintenance staff/operations/start-up): \$ 243,013.16
Contingency 1(Call in/emergency/minor repairs) - \$50,000 (based on best estimate)
Contingency 2(Capital allowance) - \$332,978.84
Total Authority Request: \$625,992.00 dollars (\$52,166.00 Monthly Amount)

Project Implications: Failure to approve this item will result in not being able to sustain improvements that impact the jail structured to achieve optimum facility performance.

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

Department Issues/Concerns: If this contract is not approved, DREAM would not be able to maintain the facility as is necessary to ensure the continuity of jail operations. The department does not have the internal resources necessary to render adequate and timely maintenance service to the jail.

History of BOC Agenda Item: No, new procurement.

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	Click here to enter text.
Total M/FBE Values	Click here to enter text.
Total Prime Value	Click here to enter text.

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-520-5224-1116: General, Real Estate and Asset Management, Building Maintenance- \$625,992
 "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: SWC90806
Exhibit 2: SWC Benefits Sheet
Exhibit 3: Contractor Performance Report
Exhibit 4: Cooperative Purchasing-Justification Statewide- Facility Maintenance at Union City Jail

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: SWC90806	Submitting Agency: Department of Real Estate and Asset Management	Staff Contact: Harry Jordan	Contact Phone: (404) 612-5933

Description: Approval to utilize Statewide Contract for preventive and corrective/repair facility maintenance services at the South Fulton Municipal Jail at Union City.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount: .		Amount: .	%. .
Previous Adjustments: .		Amount: .	%. .
This Request: \$625,992.00		Amount: .	%. .
TOTAL: \$625,992.00		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: 100-520-5224-1116: \$625,992.00 "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: 12/31/2019
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Kirby, Ellis	Date: 10/29/2018
X	County Attorney:	Stewart, Derval	Date: 11/27/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/27/2018
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 11/1/2018
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 11/27/2018

Statewide Information Sheet

Statewide Contract Number	SWC90806	NIGP Code	91001, 91060, 93625, 94155
Name of Contract	Facility Maintenance Services		
Effective Date	July 1, 2009	Expiration Date	May 31, 2019
Contract Table of Contents			
Suppliers Awarded	1	Contract Information:	Convenience Contract
Contract Information for Supplier			Page Number
<u>CGL Facility Management LLC</u>			2
Additional Contract Information			
<u>Contract Renewals/ Extensions/ Changes</u>			3
<u>General Contract Information/Ordering Instructions</u>			6
<u>Scope of Services</u>			7
<u>DOAS Contact Information</u>			8

Vendor Name: CGL Facility Management, LLC

Contract Information			
Statewide Contract Number	SWC90806		
Contract Name	Facility Maintenance Services		
PeopleSoft Vendor Number	0000176490	Location Code	000001
Vendor Name & Address			
<p>CGL Facility Management LLC 795 East Lanier Avenue Fayetteville, GA 30214 TIN: 26-795410</p>			
Contract Administrator			
<p>Name: Greg Westbrook Telephone: 678-381-6583 Email: gwestbrook@cglcompanies.com</p> <p>Web Links www.cartergoblelee.com</p>			
Contract Details			
1. Orders to be mailed to	See Contract Ordering Instructions		
2. Payments to be mailed to	795 East Lanier Avenue Fayetteville, GA 30214		
3. Shipping Information	NA		
4. Discounts	NA		
5. Payment Terms	Net 30 Days		
6. Acceptable Payment method	Purchase Order		

Contract Renewals/Extensions/Amendments**Amendment #1**

Effective Date of this Amendment: **August 26, 2009**
Initial Date of Contract: **July 01, 2009**
Expiration Date: **June 30, 2012**

The purpose of this Amendment is to revise the following Contract Terms and Conditions:

- (1) Reference Appendix A, Scope of Services, Paragraphs 2.1.3, 2.1.4, 22.2 and the eRFP, Paragraph 5.3, section entitled "Line items 1004, 2004, 3004"; the following expenses are considered reimburseable materials for the purposes of performing corrective maintenance task and are subject to reimbursement based on actual cost plus the percentage mark-up on materials identified in the cost proposal:
 (1) "specialty" subcontractor services not otherwise identified by labor category in the cost proposal and (2) lease/rental of "specialized" equipment not customarily required in the performance of facility maintenance task.
- (2) Reference the Cost Proposal; The following line items are hereby added to the cost proposal for "Groundskeeping & Landscaping" for invoicing purposes. The cost of these line items is "To Be Determined" or "TBD" in accordance with Appendix A, Scope of Services, Paragraph 18.1.

Line Item	Description	Qty	UoM	Unit Price	Total
1006	Groundskeeping & Landscaping Service	1	Year	TBD	TBD
2006	Groundskeeping & Landscaping Service	1	Year	TBD	TBD
3006	Groundskeeping & Landscaping Service	1	Year	TBD	TBD

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Changes/Renewals/Extensions

Amendment #02

Effective Date of this Amendment: June 01, 2011
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 3012

The purpose of this Amendment is to include the Northwest and Southwest locations of the Fulton County Department of Family and Children Services Facilities to the contract. Please refer to the contract for additional information.

Amendment #03

Effective Date of this Amendment: December 31, 2011
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2012

The purpose of this Amendment is to respond to the **Georgia Department of Corrections** facility closures. CGL staff shall no longer perform work at the Georgia Diagnostic & Classification Prison in Jackson, GA.

Amendment #04

Effective Date of this Amendment: March 6, 2012
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2012

The purpose of this Amendment is to respond to the **Georgia Department of Juvenile Justice** facility closures, facility additions and reallocation of labor responding to both decreasing and increasing maintenance activities.

Amendment #05

Effective Date of this Amendment: June 30, 2012
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2013

The purpose of this Amendment is to (1) renew this Contract for an additional one (1) year(s).

*Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Renewal #2

Effective Date of this renewal: July 01, 2013 Initial
Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2014

The purpose of this Amendment is to renew this Contract for an additional one (1) year.

*Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Renewal #3

Effective Date of this renewal: July 01, 2014
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2015

The purpose of this Amendment is to renew this Contract for an additional one (1) year.

*Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Renewal #4

Effective Date of this renewal: July 01, 2015
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2016

The purpose of this Amendment is to renew this Contract for an additional one (1) year.

*Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Extension #1

Effective Date of this renewal: July 01, 2016
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2017

Extension #2

Effective Date of this renewal: July 01, 2017
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: June 30, 2018

Extension #3

Effective Date of this renewal: July 01, 2018
Initial Date of Contract: June 29, 2009
Expiration Date of Contract: May 31, 2019

The purpose of this Amendment is to renew this Contract for an additional one (1) year.

*Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Contract Ordering Instructions

Step 1: Agency should complete the Facility Profile Matrix (below) which outlines basic characteristics about the location to be serviced and the types of maintenance services requested.

Each location (by city) should be entered on a separate line (each facility/building within a particular location need not be separately listed).

A review of paragraph 2.5.1 and paragraphs 3 through 20 of the Scope of Services (Appendix A) will be required in order to complete columns I and J of the Facility Profile Matrix. The completed form should be emailed to Issuing Officer – Ezeomo Akhirome at Ezeomo.Akhirome@doas.ga.gov

Facility Profile Matrix



Facility Profile Matrix.xls

Step 2: Agency should provide a comprehensive equipment list (if available) that identifies as a minimum the (1) Type of Equipment, (2) Manufacturer, (3) Model Number, (4) Preventive Maintenance Frequency (i.e. daily, weekly, monthly, quarterly, annually, etc).

If an equipment list is not available, equipment information will be obtained in Step 3. The equipment list

should be emailed to Issuing Officer – Ezeomo Akhirome at Ezeomo.Akhirome@doas.ga.gov

Step 3: This Issuing Officer will coordinate with the Supplier and Agency Point of Contact (POC) to schedule a convenient time to for the Supplier to conduct a comprehensive site assessment visit.

Step 4: Within 7 to 14 days after completion of the site assessment visit, the Supplier will prepare and submit a fixed priced cost proposal using the Facility Profile Matrix, the Agency equipment list and the comprehensive site assessment visit obtained from the Agency.

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The cost proposal will include cost for Facility Management, Preventive/Scheduled Maintenance and a one time start-up cost for the Computerized Maintenance Management System (CMMS).

Note: All cost for corrective/unscheduled maintenance (labor and material s) is fixed and based on the original proposal submitted by the Supplier. This cost will be a part of the Agency's total contract cost but it will not be included in the cost proposal submitted by the Supplier.

Step 5: The State Purchasing Division in conjunction with personnel designated by the Agency will reach final agreement on cost, terms, timeframe of any transition period and any other additional Agency Terms and Conditions through negotiations with the Supplier.

Step 6: Agency will submit a Purchase Order/Contract to the Supplier based on the agreed upon terms and conditions as a result of negotiations.

Contract Scope of Services

Appendix A - Scope of Services



Appendix A Scope of
Services.pdf

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DOAS Contact:

*** See Team Georgia Marketplace (Click Open Summary) for current Contract Management Specialist contact information.**



Department of Administrative Services

Customer Focused, Performance Driven

Nathan Deal
Governor

Sid Johnson
Commissioner

The Georgia Department of Administrative Services, State Purchasing Division, has established a Statewide Contract for **Facility Maintenance Services** with **Carter Goble Lee (CGL), Engineering LLC**.

This is a **CONVENIENCE CONTRACT** available for use by all State, City & County public entities within the State of Georgia.

The purpose of this contract is to provide a single source for preventive/scheduled and corrective/unscheduled maintenance services for customers responsible for occupying/managing locations that consist with multiple facilities/buildings and is available for all locations throughout the state. The scope of services includes all the labor and material to perform on-site preventive maintenance services including work on building envelope and structure; site utilities and distribution systems; central utility plants; hot and chilled water systems; natural gas, LP distribution and combustion systems; plumbing, sewer and water control systems; electrical systems and lighting; heating ventilation and air conditioning (HVAC); uninterruptible power supply (UPS) systems; emergency generators; security and alarm systems; fire alarm, fire sprinkler, and fire suppression systems; water towers; kitchen and laundry equipment; pest control services; swimming pools; grounds/landscape and fume hoods.

Key benefits of the contract include:

- Saves approximately \$0.87/sqft over historical/projected cost for current contract participants
- The average price for Scheduled/Preventive Maintenance (including cost of materials) is only **\$1.00/sqft**
- Two options exist for the performance of Unscheduled/Corrective Maintenance which can be used independently or mixed and matched for ultimate flexibility & efficiency
 - ✓ Fixed labor rates for skilled maintenance technicians (non-resident, all trades) available for unscheduled maintenance (normal duty hours, after hours and emergency) at rates 11% (on avg) below industry benchmarks (labor only, materials additional)
 - ✓ Customize a permanent resident maintenance staff (skill types and quantities of maintenance personnel at your discretion) to perform unscheduled/corrective maintenance during normal operating hours for an average price **2¢/sqft/tech** (labor only, materials additional)
- Low markup on materials used for corrective maintenance repairs
- Improved facility life and operational performance through a staff dedicated to meeting the preventive maintenance needs of all facility equipment; thereby reducing equipment failures and facility operational downtime.
- On-site facility staff and managers supported by regional managers and technicians for fast, complete service and dedicated response to facility requests and emergencies 24/7 response to maintenance issues within each facility to protect life, safety and building operation
- Program includes Computer Maintenance Management System (CMMS) which provides the ability to predict, define, track and categorize maintenance cost for easier budget analysis and improved facility life cycle management

Note: actual prices for preventive maintenance and permanent resident staff may differ per location, average prices based on the weighted avg price/sqft for all facilities currently on contract

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
9/1/2018	10/24/2018	9/1/2018	12/31/2018
PO Number			PO Date
8SC115817K-DJ			10/1/2018
Department	Real Estate and Asset Management		
Contract Number	SWC90806		
Service Commodity	Maintenance & Repair Services, Building at Union City Jail		
Contractor	CGL FACILITY MANAGEMENT, LLC		

= 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

During this review period CGL FACILITY MANAGEMENT, LLC, fully complied with the work plan. Their technicians are very knowledgeable and professional, and their communication with key DREAM personnel has been concise and precise as it pertains to services rendered. CGL FACILITY MANAGEMENT, LLC continues to go above and beyond in delivering their services to Fulton County.

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

CGL FACILITY MANAGEMENT, LLC has proven to be reliable. There were numerous occasions in which CGL FACILITY MANAGEMENT, LLC were called upon for their services and they delivered them with in the contractual response timetable and delivered a resolution.

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

Comments:

0

1

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

Comments:

- 0
- 1
- 2
- 3
- 4

CGL FACILITY MANAGEMENT, LLC staff provided on-site customer care visits to affirm the status of Fulton County satisfaction with their services. Their field technicians displayed a high level of professionalism and often went out their way to ensure that DREAM's key personnel were updated on their progress reports.

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

Comments:

- 0
- 1
- 2
- 3
- 4

CGL FACILITY MANAGEMENT, LLC's key field technicians continue to demonstrate a high degree of experience and expertise in this review period. They independently manage their contract with little to no supervision required by County staff and continue to respond to any requests in a prompt and professional manner.

Overall Performance Rating:

3.0

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

Yes No

Rating completed by:

LaKeshia.Brackett

Department Head Name

Department Head Signature

Date

ELLIS G. KIRBY

Joe A. Kirby FORKER

10/25/2018

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name:

Contract # and Title:

Date:

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.

3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification

Additional information:

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Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.
 Yes No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). Yes No
3. Reviewed the cost analysis provided by the User Department and determined the following:
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? Yes No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?
 Yes No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? Yes No
7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? Yes No