



Fulton County Board of Commissioners
Agenda Item Summary

19-1127

BOC Meeting Date
 12/18/2019

Requesting Agency
 Emergency Management

Commission Districts Affected
 All Districts

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

Request approval continue to utilize statewide contract – Emergency Management, Animal Services, SWC 99999-001-SPD0000154-0001, Facility Maintenance Solution in the amount of \$300,000.00 with CGL Facility Management, LLC (College Park, GA), to provide facility maintenance services for the Fulton County Animal Control Services facility. Effective dates: January 1, 2020 through December 31, 2020.

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 related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are safe

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 a single source for preventive/scheduled and corrective/unscheduled improvement services. This contract includes management, supervision, labor and materials 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; pest control services. This request for increase in spending authority is required in order to address some of the deferred maintenance repair issues throughout the County Animal Control facility. Attached is a listing of projects that have been identified by the facility maintenance contractor (Carter Goble Lee) that are in need of repairs/replacements to include major mechanical and insulation upgrades.

Community Impact: County Wide - Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, South Fulton, Union City

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: Department is recommending approval.

Project Implications: If these projects are not addressed, significant disruption to facility operations may occur.

Community Issues/Concerns: The Community wants the County to provide a safe and secure environment for the animals that reside in the shelter.

Department Issues/Concerns: All 15 cities are paying Fulton County Government to maintain and provide the necessary repairs to the Animal Services Facilities in a timely manner.

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	19-0095	2/6/2019	\$394,910.12
Renewal No. 1			\$300,000.00
Total revised Amount			\$694,910.12

Contract Compliance Information

(Provide Contractor and Subcontractor details.)

Not Applicable

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.)*
 100-335-S210-1116: General, County Manager, Buildings- Maintenance & Repair - \$300,000.00

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Contract Renewal Agreement(s)
 Exhibit 2: Contract Renewal Evaluation Form(s)
 Exhibit 3: Contractor Performance Report(s)

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 David Brown, Animal Services Coordinator, Emergency Management, 404-612-2886

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)

Procurement

Contract Attached: No	Previous Contracts: Yes
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Solicitation Number: SWC99999-001- SPD0000154-0001	Submitting Agency: Emergency Management	Staff Contact: David Brown <input type="checkbox"/>	Contact Phone: 404-612-2886
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Description: To provide facility maintenance services for the Fulton County Animal Control Services

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$394,910.12	Amount: .	%: .
Previous Adjustments:	.	Amount: .	%: .
This Request:	\$300,000.00	Amount: .	%: .
TOTAL:	\$694,910.12	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: 100-335-S210-1116	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2020	End Date: 12/31/2020
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Kallmyer, Matthew	Date: 11/25/2019
X	County Attorney:	Palmer, Ashley	Date: 12/11/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/11/2019
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 11/25/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2019

Statewide Information Sheet

Statewide Contract Number	99999-001-SPD0000154-0001	NIGP Code	91001, 91060, 93625, 94155
Name of Contract	Facility Maintenance Solutions		
Effective Date	August 15, 2018	Expiration Date	July 14, 2021
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>			4
<u>Scope of Services</u>			5
<u>Rates for Technicians and Materials</u>			6
<u>DOAS Contact Information</u>			7

Vendor Name: CGL Facility Management, LLC

Contract Information			
Statewide Contract Number	Facility Maintenance Solutions		
Contract Name	99999-001- SPD0000154-0001		
PeopleSoft Vendor Number	0000176490	Location Code	000001
Vendor Name & Address			
<p>CGL Facility Management, LLC 1903 Phoenix Blvd, Suite 250 Atlanta, GA 30349</p> <p>TIN: 26-795410</p>			
Contract Administrator			
<p>Name: Greg Westbrook Telephone: 678-381-6583 Email: gwestbrook@cglcompanies.com</p> <p>Web Links cglcompanies.com cglgastatewide.com</p>			
Contract Details			
1. Orders to be mailed to	See Contract Ordering Instructions		
2. Payments to be mailed to	1903 Phoenix Blvd, Suite 250 Atlanta, GA 30349		
3. Shipping Information	NA		
4. Discounts	NA		
5. Payment Terms	Net 30 Days		
6. Acceptable Payment method	Purchase Order		

Contract Renewals/Extensions/Amendments

Contract Ordering Instructions

Step 1: Agency should contact CGL to schedule a site visit.

Step 2: CGL will engage with Agency personnel to perform walkthroughs of facilities and obtain the required information from which to develop solution and a cost proposal. Typical information obtained during the site visits starts with an understanding of the desired services such as HVAC, plumbing, electrical, fire life safety equipment, elevators, pest control, landscaping, etc. Once this is understood, specific information will be obtained through request or during a visual inspection on the walkthrough.

Step 3: Within 7 to 14 days after completion of the site assessment visit, CGL will prepare and submit a fixed priced cost proposal using the information obtained during the site visit. The cost proposal will include cost for Facility Management, all Preventive/Scheduled Maintenance and resident staff that will be available to perform Corrective/Unscheduled Maintenance per the terms of the statewide contract. If a Computerized Maintenance Management System implementation is desired, a onetime start-up cost will be presented for this system.

Step 4: 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 CGL.

Step 5: Agency will submit a Purchase Order/Contract to CGL based on the agreed upon terms and conditions as a result of negotiations. CGL will create the Amendment documentation for the Statewide Contract and submit to the Agency for signature.

Scope of Services

This is the State-Wide Contract (SWC) for preventive and corrective maintenance services to state agencies and other eligible contract users. Any contract established pursuant to this solicitation shall be for the convenience of state agencies, the University System of Georgia, city and county governments and local school systems and shall not be considered a mandatory source for such services. CGL Facility Management LLC is the supplier for this contract. For more details, see the contract details/attachments. This is a non-catalog form contract.

For the full Scope of Services, click link below:

[Statewide Contract Scope of Services](#)

Rates for Technicians and Materials

Category: Corrective/Unscheduled Maintenance			
SubCategory: Corrective/Unscheduled Maintenance - Normal Duty Hours			
Line Item	Maintenance Labor Category	Unit of Measure	Unit Price
1	Chief Engineer	Hour	\$72.00
2	HVAC Technician	Hour	\$93.50
3	Electrical Technician	Hour	\$60.00
4	Electronics Technician	Hour	\$90.61
5	Fire Alarm Technician	Hour	\$90.61
6	Plumbing Technician	Hour	\$89.50
7	General Maintenance Tradesman	Hour	\$39.95
8	Generator Technician	Hour	\$95.00
9	Locksmith - Electronic	Hour	\$90.61
10	Locksmith - Mechanical	Hour	\$60.00
11	Welder	Hour	\$62.00
12	Fencing Technician	Hour	\$65.00
13	Specialty Kitchen Equipment	Hour	\$95.00
14	Groundskeeper/Landscaper	Hour	\$32.00
SubCategory: Corrective/Unscheduled Maintenance - After Hours and Emergency			
Line Item	Maintenance Labor Category	Unit of Measure	Unit Price
15	Chief Engineer	Hour	\$108.00
16	HVAC Technician	Hour	\$140.25
17	Electrical Technician	Hour	\$90.00
18	Electronics Technician	Hour	\$135.92
19	Fire Alarm Technician	Hour	\$135.92
20	Plumbing Technician	Hour	\$134.25
21	General Maintenance Tradesman	Hour	\$59.93
22	Generator Technician	Hour	\$142.50
23	Locksmith - Electronic	Hour	\$135.92
24	Locksmith - Mechanical	Hour	\$90.00
25	Welder	Hour	\$93.00
26	Fencing Technician	Hour	\$97.50
27	Specialty Kitchen Equipment	Hour	\$142.50
28	Groundskeeper/Landscaper	Hour	\$48.00
SubCategory: Materials			
Line Item	Description of Supply/Service	Unit of Measure	Markup (%)
29	Corrective Maintenance Material Cost	Dollar	9.6%

DOAS Contact Information

Mrs. Bennetta Daniels

Contract Management Specialist

Bennetta.daniels@doas.ga.gov

404-656-1786

For Team Georgia Marketplace question(s)

Procurement Help Desk

Telephone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov

Projected Cost Items for FY 2020

Annual Landscaping	\$	8,680.00
Projected After Hours Call Backs	\$	5,000.00
Projected Corrective Repairs	\$	50,000.00
Annual Base Preventive Maintenance Contract	\$	82,148.67
Projected Project Cost Pending Approval	\$	126,898.00
10% Contingency Fee	\$	27,273.33
Total Cost projection For FY 2020	\$	300,000.00

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
		01/01/2020	12/31/2020
PO Number			PO Date
Department	ANIMAL SERVICES		
Bid Number	SWC 99999-001-SPD0000154-0001		
Service Commodity	FACILITY MAINTENANCE SERVICE		
Contractor	CARTER GOBLE LEE (CGL) MANAGEMENT, LLC		

0 = 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>
1 = 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>
2 = 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 with intervention; customers indicate satisfaction.</i>
3 = Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees highly competent and seldom require guidance; customers are highly satisfied.</i>
4 = 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>

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

Comments:

- 0
- 1
- 2
- 3
- 4

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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
 - 1
 - 2
 - 3
 - 4

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


- Comments:
- 0
 - 1
 - 2
 - 3
 - 4

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

- Comments:
- 0
 - 1
 - 2
 - 3
 - 4

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

- Comments:
- 0
 - 1
 - 2
 - 3
 - 4

Overall Performance Rating: <input type="text" value="0.0"/>		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)	Rating completed by: <input type="text" value="DAVID BROWN"/>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Department Head Name	Department Head Signature	Date
<input type="text" value="MATTHEW KALLMYER"/>		<input type="text" value="11/13/2019"/> <small>10/8/2019</small>