



Fulton County Board of Commissioners
Agenda Item Summary

18-1016

BOC Meeting Date
 12/19/2018

Requesting Agency
 Senior Services

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
 Request approval of the lowest responsible bidder – Department of Senior Services, Bid # 18ITB114244A-FB, Indigent Burial Services in the amount of \$418,750.00 with Mutual Meadows (Peachtree Corners, GA), to provide dignified professional burial services as a last resort for any deceased person declared indigent or unclaimed Fulton County resident if the death occurred within Fulton County. Effective January 1, 2019 through December 31, 2019 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 are self-sufficient

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: Provide interment and cremation services for the indigent to include cemetery plots, furnishing of gravesites, cement vault, opening and closing of grave, lowering services, cremation and interment of cremains and perpetual care. This is done in accordance with the Georgia Cemetery Act (O.C.G.A. 110-14-1 et. Seq.), keeping of adequate records of all such internments and providing of normal maintenance care which all lot owners receive. The gravesites are located at Lakeside Memorial Gardens Cemetery, 7720 Ono Road, Palmetto, GA 30268. Indigent persons are typically people with no family, no assets, and no money that are left to the local government to administer funeral arrangements. This program provides a decent burial for Fulton County citizens who die and have no resources to pay for the interment costs at the time of death.

Community Impact: Fulton County provides approximately 350 burials annually: 90% are adults, 3% are children ages 2 – 16 years old and 7% are children under age 2 years old.

Department Recommendation: The Department of Senior Services recommends approval.

Project Implications: Fulton County is obligated by the Georgia Cemetery Act (O.C.G.A. 110-14-1 et. Seq.), to provide indigent burial services. Approval will allow the County to continue to provide services in compliance with state law.

Community Issues/Concerns: There are no community issues or concerns.

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

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

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Continued

Department Issues/Concerns: The Department of Senior Service has no issues or concerns.

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

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$418,750.00
Prime Vendor:	Mutual Meadows Inc.
Prime Status:	Non-Minority
Location:	Peachtree Corners, GA
County:	Gwinnett County
Prime Value:	\$418,750.00 or 100.00%
Total Contract Value:	\$418,750.00 or 100.00%
Total M/FBE Value:	\$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	14	5	0	19
No. Bids Received:	1	0	0	1

Total Contract Value	\$418,750.00 or 100.00%
Total M/FBE Values	\$-0-
Total Prime Value	\$418,750.00 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-183-1838-1234: General Fund, Senior Services - County Burial Services - \$418,750.00

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Recommendation Memo
 Exhibit 2: Contractor Performance Report
 Exhibit 3: Tabulation Sheet
 Exhibit 4: Single Bid Analysis

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Ladisa Onyiliogwu, Deputy Director, Department of Senior Services

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

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

Procurement

Contract Attached: No	Previous Contracts: Yes		
Solicitation Number: 18ITB114244A-FB	Submitting Agency: Senior Services	Staff Contact: Ladisa Onyiliogwu	Contact Phone: .

Description: To provide Indigent Burial Services

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount: .		Amount: .	%: .
Previous Adjustments: .		Amount: .	%: .
This Request: \$418,750.00		Amount: \$-0-	. .
TOTAL: \$418,750.00		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: 100-183-1838-1234 \$418,750.00 General Fund, Senior Services	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:	Onyiliogwu, Ladisa	Date: 11/30/2018
X	County Attorney:	Stewart, Denva	Date: 12/8/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/10/2018
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 12/3/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/10/2018



INTER OFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Department of Purchasing

FROM: Ladisa Onyiliogwu, Deputy Director
Department of Senior Services

DATE: December 05, 2018

SUBJECT: 18ITB114244A-FB – Indigent Burial Services

REQUESTED ACTION: Recommend approval of the most responsive vendor:
Mutual Meadows Inc. (VS0000004228)
5425 Peachtree Parkway
Suite-206
Peachtree Corners, GA 30092

PURPOSE: To provide indigent burial services for Fulton County Government (in accordance with the specifications outline in procurement #18ITB114244A-FB).

DISCUSSION: The Purchasing Department solicited “Invitation to Bid” for indigent burial services. The most responsive vendor was selected, and the department is recommending that Mutual Meadows Inc. be awarded this bid. The vendor has provided/met all special conditions set forth in the specifications.

The purchase order set-up amount is not to exceed \$418,750.00

If you have any questions, please contact Stacey Gray, Financial Systems Administrator at (404) 612-3894

Cc: Stacey Gray, Financial Systems Administrator

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/1/2018	9/30/2018	1/1/2018	12/31/2018
PO Number			PO Date
Department	Senior Services		
Item Number	18ITB114244A-FB		
Service Commodity	Indigent Burial Services		
Contractor	Mutual Meadows		

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 program 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 This vendor has performed well in providing goods and services for this contract.

1

2

3

4

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 This vendor has met milestones and expectations in the timeliness manner in which it has performed according to the contract specifications.

1

2

3

4

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

Comments:

0 This vendor has been responsive to the requirements needed to perform the indigent burials.

1

2

3

4

18-1016 performed adequately with customer's involved in the indigent burial program.

1

2

3

4

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

Comments:

0 Key personnel involved with this company are professional and courteous. They are effective and task oriented.

1

2

3

4

Overall Performance Rating:

<p>Could you select/recommend this vendor again? (check box for Yes. Leave Blank for No)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>Rating completed by:</p> <p>Kenn.Vanhoose</p>
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Department Head Name	Department Head Signature	Date
		9/7/2017

BID/QUOTE NUMBER: 18ITB114244A-FB

OPENING DATE: 10/12/2018

BID DESCRIPTION: 18ITB114244A-FB - INDIGENT BURIAL SERVICES

CLOSING DATE: 11/15/2018

REQUESTING DEPARTMENT: SENIOR SERVICES

18ITB114244A-FB - INDIGENT BURIAL SERVICES	VENDOR NAME #1	VENDOR NAME #2	VENDOR NAME #3
	MUTUAL MEADOWS INC VS000004228		
	ADDRESS		
	5425 Peachtree Parkway Ste. 206 Peachtree Corners, GA 30092		
	TELEPHONE:		
	770-577-1364		
	CONTACT:		
	Thomas A. Keesee		

SECTION #1: ADULT	UNIT	QTY	UNIT\$	TOTAL
1 CEMETERY PLOT		350	\$ 325.00	\$ 113,750.00
2 CEMENT VAULT		350	\$ 150.00	\$ 52,500.00
3 OPEN & CLOSE GRAVE		350	\$ 300.00	\$ 105,000.00
LOWERING SERVICES (including chairs and canopy or				
4 tent)		350	\$ 281.00	\$ 98,350.00
5 CREMATION		30	\$ -	\$ -
6 INTERMENT of CREMAINS		30	\$ -	\$ -
PERPETUAL CARE (Including recordkeeping in accordance				
7 with Georgia Law)		350	\$ 69.00	\$ 24,150.00
TOTAL - SECTION #1				\$ 393,750.00

SECTION #2: CHILD 2-16	UNIT	QTY	UNIT\$	TOTAL
1 CEMETERY PLOT		10	\$ 325.00	\$ 3,250.00
2 CEMENT VAULT		10	\$ 150.00	\$ 1,500.00
3 OPEN & CLOSE GRAVE		10	\$ 300.00	\$ 3,000.00
LOWERING SERVICES (including chairs and canopy or				
4 tent)		10	\$ 281.00	\$ 2,810.00
5 CREMATION		0	\$ -	\$ -
6 INTERMENT of CREMAINS		0	\$ -	\$ -
PERPETUAL CARE (Including recordkeeping in accordance				
7 with Georgia Law)		10	\$ 69.00	\$ 690.00
TOTAL - SECTION #2				\$ 11,250.00

SECTION #3: CHILD UNDER 2	UNIT	QTY	UNIT\$	TOTAL
1 CEMETERY PLOT		25	\$ 250.00	\$ 6,250.00
2 CEMENT VAULT		25	\$ -	\$ -
3 OPEN & CLOSE GRAVE		25	\$ 231.00	\$ 5,775.00
LOWERING SERVICES (including chairs and canopy or				
4 tent)		25	\$ -	\$ -
5 CREMATION		0	\$ -	\$ -
6 INTERMENT of CREMAINS		0	\$ -	\$ -
PERPETUAL CARE (Including recordkeeping in accordance				
7 with Georgia Law)		25	\$ 69.00	\$ 1,725.00
TOTAL - SECTION #3				\$ 13,750.00

TOTAL BID AMOUNT:	\$ 418,750.00
BIDS RECEIVED: 1	

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Single Bid/Quote Analysis Form

Date: December 4, 2018

Requesting Department: Senior Services

Solicitation Number: 18ITB114244A-FB

Title: Indigent Burial Services

Bid / Proposal Due Date: November 15, 2018

Brief Description: To provide professional burial services as a last resort for any deceased person declared indigent.

Number of Notifications: 14

Instructions: Complete this form when only one bid is received in response to an ITB, RFP or E-Quote.

RANDOM CANVAISSING OF OTHER VENODRS:

(1) Lack competency (2) Poor timing (3) Lack resources (4) Short response due date (5) Other

1. Vendor:	Westview Cemetery
Contact Person:	Connie Julian
Phone Number:	404-755-6611
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> No Response
Comments	Was not presented to Board of Directors for approval to respond
2. Vendor:	Greenwood Cemetery
Contact Person:	N/A
Phone Number:	404-753-2128
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> No Response
Comments	Voice message was left and no response has been received.
3. Vendor:	Forest Lawn Cemetery
Contact Person:	Randolph Taylor
Phone Number:	770-964-7871
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> No Response

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Comments	Message left with receptionist, Heather, no return call as of yet.
4.Vendor:	Arlington Memorial Park
Contact Person:	Chad Eubanks
Phone Number:	404-341-2120
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> No Response
Comments	Not interested in providing these services.
5.Vendor:	South-View Cemetery Association
Contact Person:	Winnie Hemphill
Phone Number:	404-622-5393
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> No Response
Comments	Lack the space to fulfill our request.

Additional vendors can be added if needed.

RECOMMENDATION AND SUGGESTIVE COURSE OF ACTION:

- Award Contract Basis:**
- Re-solicit**
- Other**

Felicia Brooks
Purchasing Representative
(CAPA/APA/PO Completing Form)

Assistant Purchasing Agent
Title

December 4, 2018
Date

Purchasing Director

Date