



Fulton County Board of Commissioners
Agenda Item Summary

BOC Meeting Date
 11/20/2019

Requesting Agency

Police

Commission Districts Affected

5, 6

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

Request approval to renew existing contract - Police Department, Bid # 17ITB103550B-BR, Armed and Unarmed Security Services in the amount of \$3,200,000.00 with Norred & Associates, Inc. (Atlanta, GA) to provide armed and unarmed security services for various County departments. This action exercises the second of two renewal options. No renewal options remain. 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: The contractor is required at all times to provide and maintain an adequate number of properly trained personnel and an adequate quantity of necessary supplies and equipment to ensure the full and timely performance of the obligations and function of this contract. Security coverage is currently provided at approximately thirty-seven (37) County facilities.

The Contractor's duties include but are not limited to: operating x-ray screening machines, handheld and walk-through magnetometers or some combination thereof; to screen all individuals and their possessions for weapons and other unauthorized items when entering the buildings; operating computerized windows based security software system, closed circuit television monitors, intrusion alarm, elevator control and computerized fire/life safety systems; conducting interior and exterior perimeter security foot patrols of facilities and vehicle patrol of county patrol; controlling access to county facilities and property; and perform other duties as required.

Community Impact: Provide a safe and secure environment for our employees, customers, and community.

Department Recommendation: The Police Department recommends approval of this item.

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)

Project Implications: There are no project implications.

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

Department Issues/Concerns: There are no department issues or concerns.

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM #	DATE	DOLLAR AMOUNT
Original Award Amount	17-0971	11/15/2017	\$3,200,000.00
Renewal No. 1	18-0807	11/07/2018	\$3,200,000.00
Renewal No.2			\$3,200,000.00
Total Revised Amount			\$9,600,000.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$3,200,000.00

Prime Vendor: Norred & Associates, Inc. / Priority One Security (JV)-50/50
Prime Status: Norred & Associates, Inc. - Non Minority
Priority One Security - AABE - Non-Certified

Location: Atlanta, Georgia

County: Fulton County

Prime Value: \$3,200,000.00 or 100.00%

Norred & Associates, Inc. - \$1,600,000.00 (50.00%)

Priority One Security - \$1,600,000.00 (50.00%)

Total Contract Value: \$3,200,000.00 or 100.00%

Total MBE Value: \$1,600,000.00 or 50.00%

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

Total Contract Value	\$3,200,000.00 or 100.00%
Total M/FBE Values	\$1,600,000.00 or 50.00%
Total Prime Value	\$3,200,000.00 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-320-5207-1174: General Fund, Police, Facility Security, Security Service - \$3,200,000 (Pending BOC approval of FY2020 budget)

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
 Exhibit 1: Contract Renewal Agreement No. 2 Form
 Exhibit 2: Contract Renewal Evaluation Form
 Exhibit 3: Contractors Performance Report

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Darryl Halbert, Chief of Police, Police Department, 404-613-5714

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	
Solicitation Number: 17ITB103550B-BR	Submitting Agency: Police Department	Staff Contact: Darryl Halbert	Contact Phone: 404-613-5714
Description: To provide armed and unarmed security services			
FINANCIAL SUMMARY			
Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$3,200,000.00	Amount: .	%. .
Previous Adjustments:	\$3,200,000.00	Amount: .	%. .
This Request:	\$3,200,000.00	Amount: \$1,600,000 or 50%	Click here to enter text.
TOTAL:	\$9,600,000.00	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: Various County Department Budgets (Pending BOC approval of FY2020)	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
KEY CONTRACT TERMS			
Start Date: 01/01/2020	End Date: 12/31/2020		
Cost Adjustment: .	Renewal/Extension Terms: Second of two renewal options		
ROUTING & APPROVALS (Do not edit below this line)			
X	Originating Department:	Halbert, Darryl	Date: 10/10/2019
X	County Attorney:	Palmer, Ashley	Date: 11/13/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/13/2019
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 10/10/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/13/2019



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Police Department

BID/RFP# NUMBER: 17ITB103550B-BR

BID/RFP# TITLE: Armed and Unarmed Security Services

ORIGINAL APPROVAL DATE: 11/15/2017

RENEWAL PERIOD: FROM: 01/01/2020 THROUGH 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$3,200,000.00

COMPANY'S NAME: Norred & Associates, Inc.

ADDRESS: 1003 Virginia Avenue, Suite 200

CITY: Atlanta

STATE: Georgia

ZIP: 30354

This Renewal Agreement No. ___ was approved by the Fulton County Board of Commissioners on BOC DATE: BOC NUMBER:

SIGNATURES: SEE NEXT PAGE

SIGNATURES:

Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# 17ITB103550B-BR

(Person signing must have signature authority for the company/corporation)

NAME: _____ **(Print)**
(CEO, President, Vice President)

VENDOR'S SIGNATURE: _____ **DATE:** _____

ATTEST:

NOTARY PUBLIC: _____

TITLE: _____ **COUNTY:** _____

SEAL (Affix) **MY COMMISSION EXPIRES:** _____

FULTON COUNTY, GEORGIA

ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS **DATE:** _____

ATTEST:

TONYA R. GRIER
CHIEF DEPUTY CLERK TO THE COMMISSION **DATE:** _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Darryl Halbert (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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Contract Renewal Evaluation Form

Date:	October 8, 2019
Department:	POLICE
Contract Number:	17ITB103550B-BR
Contract Title:	Armed and Unarmed Security Services

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

Invoices are reviewed to ensure that the correct rates are being applied because the contract contains multiple security positions and rates.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

Internet search of pricing for same product or service: Unarmed Security Officer

Date of search:	October 8, 2019
Price found:	NA
Different features / Conditions:	None
Percent difference between internet price and renewal price:	The Whitestone Group pays 25% more than FCPD for an unarmed security officer.

Explanation / Notes:

Unarmed Security Officer

Internet Vendor: The Whitestone Group Inc. Hourly Rate: 11.99

Current Vendor: Norred & Associates Hourly Rate: 9.00

Market Survey of other jurisdictions:

Date contacted:	October 8, 2019
Jurisdiction Name / Contact name:	State of Georgia
Date of last purchase:	NA
Price paid:	NA
Inflation rate:	NA
Adjusted price:	NA
Percent difference between past purchase price and renewal price:	NA
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	State of GA pays 24% more than FCPD for an unarmed officer.

Explanation / Notes:

Unarmed Security Officer
 State of Georgia Hourly Rate: 11.86
 Fulton County PD Hourly Rate: 9.00

Other (Describe in detail the analysis conducted and the outcome):

NA

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

\$2,777,984

4. Does the renewal option include an adjustment for inflation? Yes No
 (Information can be obtained from CPI index)

Was it part of the initial contract? Yes No

Date of last purchase:	NA
Price paid:	NA
Inflation rate:	NA

Adjusted price: NA

Percent difference between past purchase price and renewal price: NA

Explanation / Notes:

NA

5. Is this a seasonal item or service? Yes No

6. Has an analysis been conducted to determine if this service can be performed in-house? Yes No If yes, attach the analysis.

7. What would be the impact on your department if this contract was not approved?

At the current level of service, contract security officers provide approximately 2720 hours a week in coverage to 14 Fulton County Government locations. If the contract were not approved it would result in unrestricted access to the more than \$80,000 visitors to Fulton County government buildings and properties. A reduction would result in a loss in surveillance, visitor inspection and entrance closure. The approximately 1200 incidents that take place in those buildings would have to be handled by local law enforcement agencies.

Delia Dickerson *Delia Dickerson*

October 8, 2019

Prepared by

Date

Darryl Halbert *Darryl Halbert*

October 8, 2019

Department Head

Date

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
OTHER SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
5/24/2019	10/9/2019	1/1/2019	12/31/2019
PO Number			PO Date
17ITB103550B-BR			
Department	Police		
Bid Number			
Service Commodity	Armed and Unarmed Security Services		
Contractor	Norred and Associates		

= 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)

0
 1
 2
 3
 4

Comments:
 During this reporting period, the vendor would generally comply with specifications of the contract; however, there several areas that remain in non-compliance. Those areas of non-compliance are as follows: the account manager should be on site at all times from 8:30am-5:00pm daily, every guard who is working needs to be supplied with a portable radio, and training hours need to be documented on separate sheets for new hires.

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

0
 1
 2
 3
 4

Comments:
 During this reporting period, there were times when changes to guard coverage was needed, and this was generally completed in a timely manner; however, with larger requests for changes, it took a little longer.

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

0
 1

Comments:

19-0958

ting period, the vendor was responsive to inquiries, and normally provided us with notifications of problems; however, on several occasions, or the problem and have to confront the vendor.

- 3
- 4

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

- 0
- 1
- 2
- 3
- 4

Comments:

The contractor stayed within budget and I am unaware of any incorrect invoicing. During the listed reporting period, the contractor generally met user quality expectations; however, there were certain instances where they did not, and it affected the service that we committed to providing to County departments.

In reference to the question below as it relates to selecting/recommending the vendor again; if the compliance issues could be corrected and maintained consistently, then I could possibly reply yes; however, I believe it would require the vendor using a different sub-contractor. However, if not, I would have to reply no.

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

- 0
- 1
- 2
- 3
- 4

Comments:

The contract specifies that the account manager should be on site at all times from 8:30am-5:00pm daily. This is rarely ever the case, and it affects the quality of service.


Overall Performance Rating: 1.8

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

- Yes
- No

Rating completed by:

johna.cross

Department Head Name	Department Head Signature	Date
Darryl Halbert		10/9/2019

