



Fulton County Board of Commissioners
Agenda Item Summary

18-0993

BOC Meeting Date
 12/19/2019

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 to renew existing contract - Department of Real Estate and Asset Management, 17ITB106029C-BKJ, Commercial Appliance Repair Service in the amount of \$140,625 with Wilson and Sons Mechanical Maintenance Corporation (Atlanta, GA), to provide all materials, labor, tools, equipment and appurtenances necessary to provide on-site commercial appliance repair service for Fulton County facilities. This action exercises the second of two renewal options. No renewal options remain. 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 102-394(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 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:

1. Provide a full report of repairs completed including the serial number of the equipment repaired. Also, a copy of the report shall be provided to the kitchen staff and a copy attached to the Invoice.
2. Request written approval from the Building Maintenance Manager for any repairs above \$450.00.
3. Respond within four (4) hours maximum for critical units such as walk-in coolers and freezers.
4. Anything less will be unacceptable and noted on Contractor's Performance Report.
5. Notify the County's designated contact person via e-mail or text of estimated arrival to provide services.
6. Perform a semi-annual Preventative Maintenance (PM)/Sanitation of ice makers in accordance

| | | |
|--|--------------------------------|----------------------------------|
| 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)

with manufacturer's requirements.

7. Perform a semi-annual PM of evaporator/condenser coils on all walk-in coolers/freezer and reach-in coolers/freezers.
8. Provide a warranty for parts (minimum one (1) year) and labor minimum ninety (90) days.

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 to renew existing contract to provide on-site commercial appliance repair service for Fulton County facilities for fiscal year 2019.

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: The Department is not aware of any Community Issues/Concerns.

Department Issues/Concerns: The Department does not have the capacity to provide the repairs that may be required during the course of the year.

History of BOC Agenda Item: See chart below:

| CURRENT CONTRACT HISTORY | BOC ITEM | DATE | DOLLAR AMOUNT |
|--------------------------|----------|---------|---------------------|
| Original Award Amount | #17-0315 | 4/12/17 | \$ 80,000.00 |
| 1st Renewal | #17-0985 | 12/6/17 | \$140,625.00 |
| 2nd Renewal | | | \$140,625.00 |
| Total Revised Amount | | | \$361,250.00 |

Contract Compliance Information

(Provide Contractor and Subcontractor details.)

Contract Value: \$140,625.00
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: \$140,625.00 or 100.00%

Total Contract Value: \$140,625.00 or 100.00%
Total M/FBE Value: \$140,625.00 or 100.00%

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

| | |
|-----------------------------|--------------------------------|
| Total Contract Value | \$140,625.00 or 100.00% |
| Total M/FBE Values | \$140,625.00 or 100.00% |
| Total Prime Value | \$140,625.00 or 100.00% |

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-520-5220-1116: General, Real Estate and Asset Management, Building Maintenance- \$100,000
 100-520-5221-1116: General, Real Estate and Asset Management, Building Maintenance- \$40,625
 "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:** Contract Renewal Agreement
- Exhibit 2:** Contract Renewal Evaluation Form
- Exhibit 3:** Contractor's Performance Report

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)

Procurement

| | | | |
|---|---|---------------------------------------|---|
| Contract Attached: No | Previous Contracts: Yes | | |
| Solicitation Number: 17ITB106029C-BKJ | Submitting Agency: Department of Real Estate and Asset Management | Staff Contact: Harry Jordan | Contact Phone: (404) 612-5933 |

Description: Approval to renew existing contract to provide on-site commercial appliance repair.

FINANCIAL SUMMARY

| | | | |
|------------------------------|---------------------|-------------------------------|------------|
| Total Contract Value: | | MBE/FBE Participation: | |
| Original Approved Amount: | \$80,000.00 | Amount: . | %: . |
| Previous Adjustments: | \$140,625.00 | Amount: . | %: . |
| This Request: | \$140,625.00 | Amount: \$140,625.00 | 100.00%: . |
| TOTAL: | \$361,250.00 | 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: 100-520-5220-1116: \$100,000.00 "Subject to availability of funding adopted for FY2019 by BOC" | Funding Line 2: 100-520-5221-1116: \$40,625.00 "Subject to availability of funding adopted for FY2019 by BOC" | Funding Line 3: . | Funding Line 4: . |
|---|--|-----------------------------|-----------------------------|

KEY CONTRACT TERMS

| | |
|--------------------------------|---|
| Start Date: 1/1/2019 | End Date: 12/31/2019 |
| Cost Adjustment: . | Renewal/Extension Terms: No renewal option remains. |

ROUTING & APPROVALS

(Do not edit below this line)

| | | | |
|---|--------------------------------------|--------------------------|------------------|
| X | Originating Department: | Kirby, Ellis | Date: 11/20/2018 |
| 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: 11/21/2018 |
| . | Grants Management: | . | Date: . |
| X | County Manager: | Anderson, Dick | Date: 12/10/2018 |



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Real Estate and Asset Management

BID/RFP# NUMBER: #17ITB106029C-BKJ

BID/RFP# TITLE: Commercial Appliance Repair Service

ORIGINAL APPROVAL DATE: April 12, 2017

RENEWAL PERIOD: FROM: January 1, 2019 **THROUGH** December 31, 2018

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$140,625.00

COMPANY'S NAME: Wilson and Sons Mechanical Maintenance Corporation

ADDRESS: 1354 Downs Drive

CITY: Atlanta

STATE: Georgia

ZIP: 30311

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# 17ITB106029C-BKJ
(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 **DATE:** _____

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE:** _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Ellis G. Kirby, LEED AP, CEM, CAFP, Director (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

ITEM#: _____ **RCS:** _____ **ITEM#:** _____ **RM:** _____
RECESS MEETING **REGULAR MEETING**

Contract Renewal Evaluation Form

| | |
|-------------------------|---------------------------------------|
| Date: | Click here to enter a date. 7/19/2018 |
| Department: | Real Estate and Asset Management |
| Contract Number: | 17ITB106029C-BKJ |
| Contract Title: | COMMERCIAL APPLIANCE REPAIR SERVICE |

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.

Commercial Appliance repairs are increasing throughout the county and to maintain the existing and the newly installed, whenever possible, the installation and repair are performed by Fulton County staff however, the volume of instances warrant using a contractor.

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:

| | | |
|--|--|-----------------------------|
| | Date of search: | Click here to enter a date. |
| | Price found: | Click here to enter text. |
| | Different features / Conditions: | Click here to enter text. |
| | Percent difference between internet price and renewal price: | Click here to enter text. |

Explanation / Notes:

The prices for commercial appliance repair reflect current market.

Market Survey of other jurisdictions:

| | |
|-----------------------------------|-----------------------------|
| Date contacted: | Click here to enter a date. |
| Jurisdiction Name / Contact name: | Click here to enter text. |
| Date of last purchase: | Click here to enter a date. |
| Price paid: | Click here to enter text. |
| Inflation rate: | Click here to enter text. |

| | |
|---|---|
| Adjusted price: | Click here to enter text. |
| Percent difference between past purchase price and renewal price: | Click here to enter text. |
| 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? | Click here to enter text. |

Explanation / Notes:

Click here to enter text.

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

Click here to enter text.

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

\$37,649.23 per AMS

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: Click here to enter a date.

Price paid: Click here to enter text.

Inflation rate: Click here to enter text.

Adjusted price: Click here to enter text.

Percent difference between past purchase price and renewal price: Click here to enter text.

Explanation / Notes:

Click here to enter text.

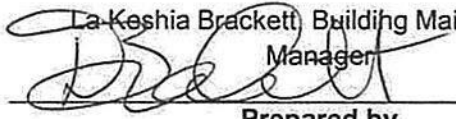
5. Is this a seasonal item or service? Yes No

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

The county does not have the resources, specialty tools, and equipment to provide all commercial appliance installation and repairs Countywide. C

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

Not approving this contract would negatively impact all Fulton county departments # 18-0993 providing food services.


La-Keshia Brackett, Building Maintenance
Manager
Prepared by

Click here to enter a date.
7/19/18
Date


Click here to enter text.
Department Head *FOR EK*

Click here to enter a date.
7-30-2018
Date

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

| | | | |
|---------------------|--|-----------------------|---------------------|
| Report Period Start | Report Period End | Contract Period Start | Contract Period End |
| 6/1/2018 | 7/31/2018 | 1/1/2018 | 12/31/2018 |
| PO Number | | | PO Date |
| | | | |
| Department | Real Estate and Asset Management | | |
| id Number | 17ITB106029C-BKJ | | |
| Service Commodity | COMMERCIAL APPLIANCE REPAIR | | |
| Contractor | WILSON AND SONS MECHANICAL MAINTENANCE | | |

| | |
|------------------|---|
| = 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 Comments:

1 Wilson and Sons Mechanical Maintenance technicians are very knowledgeable and professional, and their communication with key DREAM personnel has been concise and precise as it pertains to services rendered.

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)

0 Comments:

1 Vendor was called upon for their services and they delivered them with in the contractual response timetable and delivered a resolution. Only 1 week lagged for the installation of the QLS cooler.

2

3

4

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

0 Comments:

1

18-0993

little delay.

4

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

0
1
2
3
4

Comments:

Wilson and Sons Mechanical Maintenance displays high level of professionalism and kept key DREAM personnel updated on progress.

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

0
1
2
3
4

Comments:

They independently manage their contract with little to no supervision required by County staff .

Overall Performance Rating:

2.6

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

ELLIS G. KIRBY

Department Head Signature

Ellis G. Kirby
for E. K.

Date

12/6/2018