



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 14-0840**

**BOC Meeting Date**  
**10/15/2014**

**Requesting Agency**

Facilities and Transportation Services

**Commission Districts Affected**

All Districts

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

Request approval to renew existing contract – Facilities & Transportation Services Department, Bid #14ITB92807C-DR, Landscape Maintenance Services – Brown Field, in the amount of \$40,000 with Dante's Lawn Manicures, LLC (Ellenwood, GA) to provide landscape maintenance services for Brown Field. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2015 through December 31, 2015.

**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 Goal Related?** *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

**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.)*

The Facilities & Transportation Services Department requests approval to renew an existing contract to provide landscape maintenance services for Brown Field.

This contract provides all materials, labor, tools, equipment and appurtenances necessary to provide landscape maintenance services to the satisfaction of Airport Management for the Facilities & Transportation Services Department. The scope of work also includes but not limited to:

- Surface street row mowing
- Curb maintenance and edging
- Curbside drop inlets
- Pine straw and mulch
- Fertilization and weed control
- Shrub and tree maintenance
- Maintain median islands
- Removal and disposal of dead plant materials
- Trash removal
- Support special projects and storms clean-up

There is no expenditure history because the contract was awarded on September 3, 2014 and the

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

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

purchasing order was issued on September 10, 2014.

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	14-0581	8/6/14	\$40,000
<b>1st Renewal</b>			<b>\$40,000</b>
Total revised Amount			\$80,000

**Contract Compliance Information***(Provide Contractor and Subcontractor details.)*

Contract Value: \$40,000.00  
 Prime Vendor: **Dante's Lawn Manicures, LLC**  
 Prime Status: ***African American Male Business Enterprise***  
                   ***Non-Certified***  
 Location: Ellenwood, Georgia  
 County: Clayton County  
 Prime Value: \$40,000.00 or 100%  
 Subcontractor: **None**  
  
 Total Contract Value: **\$40,000.00 or 100%**  
 Total M/FBE Value: **\$40,000.00 or 100%**

Contractor Type	Contractor Status	Contractor Name	Address	City	State	Zip Code	Contact Name	Contact Phone	Contact Email	Upon Approval	Amount	Percentage	Prime/Contract Value
Sub	M/FBE	Dante's Lawn Manicures, LLC.	3756 Casey's Cove	Ellenwood	GA	30294	TeKesha Austin	(404) 454-7508			\$40,000.00	100%	\$40,000.00

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$40,000.00 or 100%</b>			
<b>Total M/FBE Values</b>	<b>\$40,000.00 or 100%</b>			
<b>Total Prime Value</b>	<b>\$40,000.00 or 100%</b>			
<b>Fiscal Impact / Funding Source</b>		<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>		
200-520-5601-1160: Airport, Facilities & Transportation Services, Professional Services-\$40,000				
<b>Exhibits Attached</b>		<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>		
Exhibit 1: Contractors Performance Report				
Exhibit 2: Contract Renewal Agreement				
Exhibit 3: Contract Renewal Evaluation Form				
<b>Source of Additional Information</b>		<i>(Type Name, Title, Agency and Phone)</i>		
Douglas Barrett, Airport Manager, Facilities & Transportation Services Department, (404) 699-4200				

Continued

**Procurement****Contract Attached:**  
No**Previous Contracts:**  
No**Solicitation Number:**  
14ITB92807C-DR**Submitting Agency:**  
Facilities &  
Transportation  
Services Department**Staff Contact:**  
Sang Gon Kim**Contact Phone:**  
(404) 612-6127**Description: Landscape Maintenance Services – Brown Field****FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$40,000  
 Previous Adjustments: 0  
 This Request: \$40,000  
 TOTAL: \$80,000

**MBE/FBE Participation:**

Amount: \$40,000      %: 100  
 Amount: .      %: .  
 Amount: .      %: .  
 Amount: .      %: .

**Grant Information Summary:**

Amount Requested: .N/A      ☐ Cash  
 Match Required: .      ☐ In-Kind  
 Start Date: .      ☐ Approval to Award  
 End Date: .      ☐ Apply & Accept  
 Match Account \$: .

**Funding Line 1:**

200-520-5601-1160:  
 Subject to availability  
 of funding adopted for  
 FY2015 by BOC

**Funding Line 2:**

.

**Funding Line 3:**

.

**Funding Line 4:**

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**KEY CONTRACT TERMS****Start Date:**

1/1/2015

**End Date:**

12/31/2015

**Cost Adjustment:**

Pending approval of  
 FY 2015 budget

**Renewal/Extension Terms:**

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**ROUTING & APPROVALS**

(Do not edit below this line)


X	Originating Department:	Pye, April	Date: 9/16/2014
.	County Attorney:	.	Date: .
X X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/2/2014
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 9/16/2014
.	Grants Management:	.	Date: .
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014



## INTEROFFICE MEMORANDUM

Dwight Ferrell, County Manager  
Facilities & Transportation Services Department  
Phone: (404) 612-5900  
Fax: (404) 730-5897

**TO:** Felicia Strong-Whitaker, Interim Director  
Purchasing and Contract Compliance Department

**FROM:** Douglas Barrett, Airport Manager 

**DATE:** September 15, 2014

**SUBJECT:** Contract Performance Report (CPR)

We have not had an opportunity to full evaluate the Contractor's work performance. The Contract, #14ITB92807C-DR, is to provide Landscape Maintenance Services – Brown Field was executed on September 1, 2014 and the purchasing order was issued on September 10, 2014, (see attached PO#14SC97708DR). The Contractor has not been assigned any work to-date. We will evaluate their performance during the fourth quarter.

**Project:** Landscape Maintenance Services - Brown Field

**Project No.:** Bid #14ITB92807C-DR

**Contractor:** Dante's Lawn Manicures, LLC.  
3756 Casey's Cove  
Ellenwood, GA 30294  
POC: TeKesha Austin, Executive administrator  
Telephone: (404) 454-7508

If you require any additional information, please contact Sang Gon Kim, Contracting Officer at (404) 612-6127.

DB/sgk

Enclosure



## CONTRACT RENEWAL

**DEPARTMENT:** Facilities & Transportation Services Department

**BID/RFP# DESCRIPTION:** Landscape Maintenance Services – Brown Field

**BID/RFP# NUMBER:** 14ITB92807C-DR

**ORIGINAL APPROVAL DATE:** August 6, 2014

**RENEWAL PERIOD: FROM:** 1/1/2015 **THROUGH** 12/31/2015

**RENEWAL OPTION #** 1st **OF** 2

**NUMBER OF RENEWAL OPTIONS:** 2

**RENEWAL AMOUNT:** \$ 40,000

**COMPANY'S NAME:** Dante's Lawn Manicures, LLC.

**ADDRESS:** 3756 Casey's Cove

**CITY:** Ellenwood

**STATE:** GA

**ZIP:** 30294

**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# 14ITB92807C-DR**

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

**NAME:** \_\_\_\_\_ **(Print)**  
**(CEO, President, Vice President)**

**VENDOR'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**TITLE:** \_\_\_\_\_ **NOTARY PUBLIC:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**SEAL (Affix)** **MY COMMISSION EXPIRES:** \_\_\_\_\_

**ATTEST:**

**FULTON COUNTY, GEORGIA**

\_\_\_\_\_  
**JOHN H. EAVES, CHAIRMAN**  
**BOARD OF COMMISSIONERS** **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**MARK MASSEY**  
**CLERK TO THE COMMISSION** **DATE:** \_\_\_\_\_

**DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:**

**DEPARTMENT HEAD:** Dwight A. Ferrell, Interim Director, FTSD

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Please indicate if the following are provided:*

- ☐ *BOC Chairperson's signature required on renewals \$ 50,000.00 or more or any Bid/RFP previously approved by the Board of Commissioners of Fulton County.*
- ☐ *A copy of the current Certificate of Insurance must be attached to all renewals.*
- ☐ *Current Performance and Payment Bonds attached (If required)*
- ☐ *Minimum of four (4) signature pages required.*



## Contract Renewal Evaluation Form

<b>Date:</b>	September 12, 2014
<b>Department:</b>	FACILITIES AND TRANSPORTATION SERVICES
<b>Contract Number:</b>	14ITB92807C-DP
<b>Contract Title:</b>	Landscape Maintenance services – Brown Field

**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.**

**This is a three year renewable contract with the first year coming on line this September**

**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:** Current prices are valid as they just took effect in September.

Click here to enter text.

☐ **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 type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

**Explanation / Notes:**

No surveys were conducted as the FY14 first year contract took effect in September.

☐ **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?**

No expenditures as of this date. Will monitor in 4<sup>th</sup> quarter.

**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.

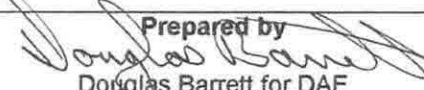
**Explanation / Notes:**

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. Current 2 lawn maintenance staff are dedicated to the Air Operations Area.
7. What would be the impact on your department if this contract was not approved?  
The visual effect of the Public area would suffer.

  
Douglas Barrett, Airport Manager

September 12, 2014

Prepared by  
  
Douglas Barrett for DAF  
Department Head

Date

September 12, 2014

Date