



Fulton County Board of Commissioners
Agenda Item Summary

14-0848

BOC Meeting Date
 10/15/2014

Requesting Agency
 Finance Department

Commission Districts Affected
 1, 2, 3

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

Request approval to renew existing contract – Finance Department, Bid # 13ITB88428C-MT, Printing and Mailing Water and Sewer Bills in the amount of \$197,100 with Cash Cycle Solutions, Inc. (Charlotte, NC) to provide printing and mailing services of water and sewer bills. This action exercises the first of two renewal options. One renewal option remains. Effective Date: January 1, 2015 through December 31, 2015.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Policy all contract renewals must be submitted for Board of Commissioners approval 90 days before the start of the contract renewal.

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 Finance Department requests approval to renew existing contract to provide the printing and mailing of water and sewer bills.

This contract will provide printing and mailing services for Fulton County's water and sewer bills. The vendor will provide for laser printing, cutting, folding and inserting with return envelopes and mailing utility bills as requested. Approximately 450,000 bills must be sent out annually. The contractor will ensure water and sewer bills are mailed out in a timely and effective manner so that Fulton County residence can remit payments timely also.

The County Spent \$197,100 in FY 2013.

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	13-0877	10/2/2013	\$197,100
1st Renewal			\$197,100
Total Amount			\$394,200

Agency Director Approval

**County Manager's
Approval**

Typed Name and Title

Felicia-Strong-Whitaker, Interim Director

Phone

(404) 612-5800

Signature

Date

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value:	\$197,100
Prime Vendor:	Cash Cycle Solutions, Inc.
Prime Status:	Non-Minority
Location:	Charlotte, NC
County:	Mecklenburg County
Prime Value:	\$197,100 or 100.00%
Total Contract Value:	\$197,100 or 100.00%
Total M/FBE Value:	-0-

Contractor Type	Contractor Status	Contractor Name	Address	City	State	Zip Code	Contact Name	Contact Phone	Contact Email	Upon Approval	Amount	Percentage	Prime/Contract Value
Prime	Non-M/FBE	Cash Cycle Solutions Inc.	3035-R Horseshoe Lane	Charlotte	NC	28208					197,100.00	100%	197,100

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

14-0848

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$197,100 or 100%			
Total M/FBE Values	-0-			
Total Prime Value	\$197,100 or 100%			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 201-210-2111-1160: Water and Sewer, Revenue Fund, Professional Services - \$197,100				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Contract Renewal Evaluation Form Exhibit 2: Contractor Performance Report Exhibit 3: Contract Renewal Agreement				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Lee H. Poolman , Finance Water and Sewer Billing/Collections Manager (404) 612-7697				

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)

Continued

Procurement**Contract Attached:**
No**Previous Contracts:**
Yes**Solicitation Number:**
13ITB88428C-MT**Submitting Agency:**
Finance**Staff Contact:**
Lee Poolman**Contact Phone:**
404-612-7697**Description:****FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$197,100

Previous Adjustments: 0

This Request: \$197,100

TOTAL: \$394,200

MBE/FBE Participation:

Amount: %:

Amount: %:

Amount: %:

Amount: %:

Grant Information Summary:

Amount Requested:

☐

Cash

Match Required:

☐

In-Kind

Start Date:

☐

Approval to Award

End Date:

☐

Apply & Accept

Match Account \$:

Funding Line 1:

201-210-2111-1160

Funding Line 2:**Funding Line 3:****Funding Line 4:****KEY CONTRACT TERMS****Start Date:**

1/1/2015

End Date:

12/31/2015

Cost Adjustment:**Renewal/Extension Terms:****ROUTING & APPROVALS**

X	Originating Department:	Whitmore, Sharon	Date: 9/10/2014
	County Attorney:		Date:
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/2/2014
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 9/10/2014
	Grants Management:		Date:
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014

Pending BOC approval of the FY 2015 Budget.

Contract Renewal Evaluation Form

Date:	August 27, 2014
Department:	FINANCE
Contract Number:	13ITB88428C-MT
Contract Title:	Printing & Mailing Water and Sewer Bills

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.

We are continually trying to reduce the number of bills sent out since the contract is based on actual bills printed.

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:

Click here to enter text.

☒ **Market Survey of other jurisdictions:**

Date contacted:	August 27, 2014
Jurisdiction Name / Contact name:	Cobb County, Dekalb County, Gwinnett County
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?	The counties contacted would not give their prices but indicated that Fulton County was being charged a very good rate for this service.

Explanation / Notes:

From all comments by area counties, we are getting a good price for the service that is being contracted out.

☐ **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?

\$197,100

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.
7. What would be the impact on your department if this contract was not approved?
If the contract was not renewed, then water and sewer bills would not be printed and mailed to our customers. Subsequently, no revenue would be available to pay any operating costs to deliver this service.
8. Is the recommendation to renew this contract ☒ Yes ☐ No

Lee H. Poolman

August 27, 2014

Prepared by

Date

Patrick J. O'Connor

Wednesday, August 27, 2014

Department Head

Date

Purchasing Department Review:

1. Does the renewal option include an adjustment for inflation? ☐ Yes ☒ No
(Information can be obtained from CPI index)
2. Was it part of the initial contract? ☐ Yes ☒ No

- ☐ Project was procured within the last six (6) months and does not require a Price Analysis
- ☐ Prices were compared with competing suppliers' prices or catalog pricing for the same item(s)
Explanation / Notes:
[Click here to enter text.](#)
- ☐ Prices were compared with what the County has historically paid from previous purchases for the same item, coupled with market data such as Producer Price Index or Inflation Rate over the corresponding time period
- ☒ Renewal option prices did not increase, pricing remained the same. An analysis of the Inflation Rate or the Produce Price or Consumer Price Indexes was conducted to determine what changes might reasonably be expected in pricing

Date of last purchase:	January 1, 2014
Price paid:	\$197,100
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A

Explanation / Notes:

N/A



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL

DEPARTMENT: Finance

BID/RFP# DESCRIPTION: Printing and Mailing Water and Sewer Bills

BID/RFP# NUMBER: 13ITB88428C-MT

ORIGINAL APPROVAL DATE: 10/2/2013

RENEWAL PERIOD: FROM: 1/1/2015 through 12/31/2015

RENEWAL OPTION #: 1

NUMBER OF RENEWAL OPTIONS: 1st Renewal of 2

RENEWAL AMOUNT: \$197,100

COMPANY'S NAME: Cash Cycle Solutions, Inc.

ADDRESS: 91 Westley Court

CITY: Lilburn

STATE: Georgia

ZIP: 30047

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# (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:** _____

ATTEST:

FULTON COUNTY, GEORGIA

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

_____ **DATE:** _____
MARK MASSEY
CLERK TO THE COMMISSION

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

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.*

Submit Form

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
2/1/2014	7/31/2014		1/1/2015	12/31/2015
PO Number				PO Date
14SC91643C-MT				1/1/2014
Department	FINANCE			
Bid Number	13ITB88428C-MT			
Service Commodity	Printing and Mailing			
Contractor	Cash Cycle Solutions			

Reset

- 0 = Unsatisfactory *Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.*
- 1 = Poor *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.*
- 2 = Satisfactory *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.*
- 3 = Good *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.*
- 4 = Excellent *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.*

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

Comments:

0 Printed bills are very good quality and meet our high standards.

1

2

3

4

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 All jobs sent to the vendor are handled well within our stated parameters but we still have an issue unresolved from the start up.

1

2

3

4

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

Comments:

0 CCS has been very responsive to all our questions and concerns. All problems are handled immediately.

1

2

3

4

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

Comments:

0

1

2

☐ 3 Most invoices are correct but we are still having an issue with additional charges on some of the bills. They correct them immediately but the charges resurface again on subsequent invoices.
☐ 4

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

☐ 0 Comments:
☐ 1 All personnel assigned to our account have been extremely helpful and know their business processes very well.
☐ 2
☒ 3
☐ 4

Overall Performance Rating:	2.6		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	lee.poolman
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature		Date
PATRICK J. O'CONNOR	Patrick J. O'Connor		9/26/2014

Submit Form