



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

# 18-0977

**BOC Meeting Date**  
 12/19/2019

**Requesting Agency**  
 Senior Services

**Commission Districts Affected**  
 All Districts

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

Request ratification of Emergency Purchase Order - Department of Senior Services with Common Courtesy for three (3) additional months in the amount of \$85,802.00 to provide Senior Alternative Transportation Services (Uber/Lyft) to eligible Fulton County seniors aged 60 and above.

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

In accordance with Purchasing Code Section 102-385, when the County Manager has approved an emergency procurement, the item shall be forwarded to the Board of Commissioners for ratification.

**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?**

No

**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: Coordinate Uber and Lyft transportation services for senior residents of Fulton County age 60 and above, who qualify and meet eligibility requirements. Fulton County senior that qualify will pay a \$1.00 cost share per trip. Seniors that are eligible will receive up to 10 round trips per month. Seniors may travel within a 15 miles radius.

The RFP for Senior Alternative Transportation Services was issued on September 4, 2018. The due date was on October 4, 2018. The evaluation of proposals is not yet complete. Therefore, the RFP has not been awarded on the projected date of October 10, 2018. The plan was to have a new vendor with a new PO to start services by November 1, 2018 and be approved by the BOC on October 18, 2018.

Community Impact: The program currently has 776 registered seniors.

Department Recommendation: The department recommends approval.

Project Implications: Transportation is the conduit to connect seniors to dialing living activities and life enrichment services. This service has been impactful by countering senior isolation, reduction in trip cost versus traditional transportation, lower waiting times and same day service.

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

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

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

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

History of BOC Agenda Item: N/A

**Contract & Compliance Information**

*(Provide Contractor and Subcontractor details.)*

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b>	<b>Phone</b>	
<b>Signature</b>	<b>Date</b>	

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

**# 18-0977**

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	.			
<b>Total M/FBE Values</b>	.			
<b>Total Prime Value</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>			
100-183-183W-1183 – General Funds, Senior Services, Transportation Services - \$85,802.00				
<b>Exhibits Attached</b>	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
<b>Source of Additional Information</b>	<i>(Type Name, Title, Agency and Phone)</i>			
Ladisa Onyiliogwu, Deputy Director, Department of Senior Services, 404-612-9558				

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

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

<b>Procurement</b>			
<b>Contract Attached:</b> .		<b>Previous Contracts:</b> .	
<b>Solicitation Number:</b> .	<b>Submitting Agency:</b> .	<b>Staff Contact:</b> .	<b>Contact Phone:</b> .
<b>Description:.</b>			
<b>FINANCIAL SUMMARY</b>			
<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	.	Amount:	. %: .
Previous Adjustments:	.	Amount:	. %: .
This Request:	\$85,802.00	Amount:	. %: .
<b>TOTAL:</b>	<b>\$85,802.00</b>	Amount:	. %: .
<b>Grant Information Summary:</b>			
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 \$:	.		
<b>Funding Line 1:</b> 100-183-183W-1183 – General Funds, Senior Services, Transportation Services - \$85,802.00	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
<b>KEY CONTRACT TERMS</b>			
<b>Start Date:</b> 9/14/2017	<b>End Date:</b> 12/31/2018		
<b>Cost Adjustment:</b> .	<b>Renewal/Extension Terms:</b> .		
<b>ROUTING &amp; APPROVALS</b> (Do not edit below this line)			
X	Originating Department:	Onyiliogwu, Ladisa	Date: 12/10/2018
X	County Attorney:	Stewart, Derval	Date: 12/8/2018
.	Purchasing/Contract Compliance:	.	Date: .
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 12/3/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/10/2018

**RIDE-SHARE COORDINATION PARTNER STANDARD AGREEMENT  
BETWEEN FULTON COUNTY, GEORGIA  
AND  
COMMON COURTESY, INC.**

**THIS STANDARD AGREEMENT** (“Standard Agreement”) is made and entered as of the 17 day of August, 2017, (the “Effective Date”) by and between Fulton County, Georgia, a political subdivision of the State of Georgia (the “County”) acting through and on behalf of the Department of Senior Services (hereinafter “Department”) and Common Courtesy, Inc, a Domestic Non-Profit Corporation in the State of Georgia (hereinafter, CCI).

**WHEREAS**, the Department is the designated County Based Agency to plan and coordinate the provision of Older Americans Act services, which includes Transportation Services for residents 60 years and above; and,

**WHEREAS**, the Fulton County Board of Commissioners on May 17, 2017 approved the recommendation to implement a pilot program to coordinate Uber and Lyft services for residents of Fulton County age 60 and above, to include a cost sharing component, through a third party, Item Number 17-0344; and,

**WHEREAS**, CCI is a Domestic Non-profit Corporation located and operating within Fulton County for the express purpose of coordinating Uber and Lyft services for seniors in the metropolitan Atlanta area; and,

**WHEREAS**, the CCI has the experience of providing the desired services in neighboring Counties, such as Cobb, Dekalb, and Gwinnet; and, has established the infrastructure to facilitate the services as a pilot; and,

**WHEREAS**, the Atlanta Regional Commission has knowledge of CCI’s work; and, has approved them as a sub-contractor for the Innovative Transportation Grant awarded to Fulton County; and,

**WHEREAS**, the Department and CCI desire to enter into an agreement to conduct an innovative Mobility Options for Senior Transportation pilot project that will include all aspects of the recommendation approved by the Board of Commissioners on May 17, 2017, Item Number 17-0344.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

1. Purpose. This Standard Agreement and all attachments, addenda or exhibits hereto formalize the relationship between the County, acting through the Department, and CCI, for the purpose of conducting a pilot project to

- a. Coordinate Uber and Lyft Services for residents of Fulton County age 60 and above.
  - b. Implement a cost sharing component to allow riders to pay a portion of the cost, based on the State of Georgia Department of Human Services sliding fee scale.
  - c. Analyze the efficiency of Uber and Lyft services coordination through a third party.
  - d. Analyze the impact of a cost sharing component on service expansion.
2. Scope of Services. CCI agrees to provide coordination of Uber and Lyft services for senior residents of the Fulton County, as identified by the Department, and coordinate with the Department to develop and implement a cost sharing component that will allow riders to pay a portion of the cost. Further details of the Scope of Work are described in Attachment 1, hereto, which is incorporated by reference into this Standard Agreement.
  3. Term. The period of this Agreement shall be six months from the execution, as approved by the Board of Commissioner on May 17, 2017, Item Number 17-0344.
  4. Termination. The following shall govern termination of the Standard Agreement:
    - (a) Either party may terminate this Standard Agreement for any reason by giving thirty (30) days prior written notice.
    - (b) For purposes of this Standard Agreement, the Fulton County Manager or his/her designee, is delegated with the authority to terminate the Standard Agreement as provided herein.
    - (c) Upon expiration of the term of this Standard Agreement or as its termination as provided for herein, the parties shall, using good faith efforts, agree upon any outstanding present and future obligations and performance commitments to one another, and shall arrange for a proper accounting and work plan for any and all such obligations.
  5. Suspension. The County, acting through the County Manager or his/her designee, shall have the right to suspend immediately CCI performance under this Standard Agreement on an emergency basis or whenever necessary, in the opinion of County Manager or his/her designee, that suspension is necessary to avert a life threatening situation or other sufficiently serious risk to the County, any County asset or resource or those of its citizens.
  6. Customer Eligibility. Customers eligible for this service must be screened by the Department of Senior Services Information and Assistance STARline staff. Eligible customers will be forwarded to CCI based on needs, as determined by the screening.
  7. Licensing and Other Requirements. CCI must maintain the Domestic Non-Profit Corporation status with the Georgia Secretary of State's office for the life of this agreement.

8. Compensation for Services. CCI must provide a monthly invoice to the Department by the 5<sup>th</sup> calendar day of each month for the previous month's services. Compensation for services, as listed in Attachment 2, shall not exceed \$49,000
9. Performance Reporting and Evaluation. CCI must provide a monthly performance report to the Department by the 5th day of every month in a format acceptable to the Department.
10. Insurance. Insurance. CCI agrees to secure insurance covering all operations, goods or services provided pursuant to this Agreement as outlined in Attachment 3.
11. Indemnification/Hold harmless. CCI agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, and agents, from and against any and all claims, demands, liabilities, losses, costs, or expenses, including attorney's fees, due to liability to any third party or parties, including the members and volunteers of the CCI, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or related to CCI's performance of this Standard Agreement. This indemnification shall survive the termination of this Standard Agreement and shall also survive the dissolution of CCI and to the extent allowed by law, the bankruptcy of the CCI.
12. Non-discrimination. All services provided by CCI shall be free of discrimination on the basis of race, color, sexual orientation, national origin, disability, religion, age, or sex.
13. Variations or modification to the Standard Agreement. This Standard Agreement constitutes the entire arrangement between the County and CCI and there are no further written or oral contracts with respect thereto. No variation or modification of this Contract and no waiver of its provisions shall be valid unless in writing, approved by the Board of Commissioners, and signed by County and CCI's duly authorized representatives.
14. Limitation of Liability. The County will not be liable to CCI or to any other person or entity, for special, indirect, consequential or punitive damages caused by, attributable to, or arising in connection with, the performance, nonperformance or delayed performance of the services contemplated by this Agreement by the County or its officials, agents or employees, or any act or omission of the County or any person or entity acting on behalf of the County, whether negligent or otherwise, however such damages may be caused. The County will not be liable for any failure to perform or any delay in the performance of its obligations hereunder.
15. Disputes. Any controversy or claim arising out of or relating to this Standard Agreement, or the breach thereof shall be solely settled by the County Manager or his/her designee.
16. Entire agreement/Repeal of existing agreements. The parties intend that this Standard Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Standard Agreement and refer to this Standard Agreement: (i)



represent the final expression of the parties' intent and agreement between the parties relating to the subject matter of this Standard Agreement, (ii) contain all the terms the parties agreed to relating to the subject matter, and (iii) replace all the parties' previous discussions, understandings, and agreements relating to the subject matter. It is the intent of the parties that all prior agreements between the parties, whether written or oral, are expressly repealed and replaced by this Standard Agreement.

- 17. Independent Contractor Status. CCI acknowledges that any and all individuals supplied hereunder to provide the services are members or agents of the CCI. As between CCI and the County, CCI will be responsible for all FICA, Federal, and State withholding taxes and worker's compensation coverage, and for any and all employment benefits due employees or agents of CCI
- 18. Costs and Expenses. Unless otherwise provided in this Standard Agreement, each party shall bear all fees and expenses incurred in performing its obligations under this Standard Agreement.

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals this the 14<sup>th</sup> day of September, 2017.

Bob Carr, Founder  
Common Courtesy, Inc.  
Bob Carr, Founder

FULTON COUNTY, GEORGIA  
Bob Ellis

Bob Ellis, Interim Chairman Board of Commissioners

Tonya Griet  
[Seal]  
FOUNDED, 1855

Tonya Griet, Interim Clerk to the Commission

APPROVED AS TO CONTENT:

Pamela Roshelle  
Dr. Pamela Roshell, Director  
Department of Senior Services

APPROVED AS TO FORM:

[Signature]  
County Attorney

**Attachment 1****Scope of Work**

The purpose of this project is to form the relationship between the County, acting through the Department of Senior Services (the Department), and Common Courtesy, Inc. (CCI), for the purpose of conducting a pilot project to

- a. Coordinate Uber and Lyft Services for residents of Fulton County age 60 and above.
- b. Implement a cost sharing component to allow riders to pay a portion of the cost, based on the State of Georgia Department of Human Services sliding fee scale.
- c. Analyze the efficiency of Uber and Lyft services coordination through a third party.
- d. Analyze the impact of a cost sharing component on service expansion.

The following outlines the responsibilities of the Department:

1. The Department will screen potential program participants to determine and verify eligibility.
2. Provide CCI the information on eligible participants to CCI and authorize them as a service recipient.
3. Provide a maximum number of "Round Trips" for each service recipient.
4. Identify staff for training as operators to assist with trip coordination, as needed.
5. Collaborate with CCI to announce and promote the project.
6. Receive and review monthly reports and invoices.
7. Promptly process monthly invoices for payment.
8. Collect trip and revenue data for analysis.
9. Analyze data to determine viability of continuation of the services, as an ongoing program of the Department.
10. Identify one Travel Coordinator to be the primary point of contact between the Department and CCI.

The following outlines the responsibilities of CCI

1. Connect the local Uber and Lyft office to establish CCI's dispatch/concierge and mobile rights to all software available to CCI, enabling direct ordering from both mobile and desktop software for as many Operators as desired by the Department.
2. Make available 2.5 days to setup procedures to initiate services.
3. Provide the hard copy and e-copy of the CCI Affiliate Manual and electronic documents that have been created, upon receipt of the Set-Up Payment.
4. Coordinate with the Department to announce and promote the project.
5. Provide all systems for scheduling including choices for customization of specified systems.

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6. Deliver 2-hour Orientation Presentations at up to 4 locations within the first 3 months.
7. Accept new program participants only through the Department's Information and Assistance STARline.
8. Process all registrations from the STARline, assign ID numbers, and communicate with new participants regarding their registration status.
9. Submit a monthly report to the Department indicating the number of trips provided and cost per trip. The Department and CCI will coordinate as the project progresses to determine additional data elements that may be useful in determining the ongoing efficacy of the project.
10. Submit a monthly invoice to the Department indicating the cost of service, monthly service fee and monthly per trip administrative fee, as outlined in Attachment 2.

Attachment 2

Compensation

Compensation for Services will be as follows:

Description	Amount
On-time Set-up Fee	\$3,000.00
Monthly Service Fee	\$100.00
Per Trip Administration Fee	\$1.00
Reimbursement for Trips	At Cost

Total Reimbursement Shall Not Exceed \$49,000 without further approval of the Department.

Attachment 3

Insurance and Risk Management Provisions

Ride Share Coordinator Services

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains broader and/or higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government’s practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the initiation date of the Contract.

**Accordingly the Respondent shall provide a certificate evidencing the following:**

**1. WORKERS COMPENSATION/EMPLOYER’S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer’s Liability Insurance	BY ACCIDENT-EACH ACCIDENT	\$100,000
Employer’s Liability Insurance	BY DISEASE-POLICY LIMIT	\$500,000
Employer’s Liability Insurance	BY DISEASE-EACH EMPLOYEE	\$100,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operations	Aggregate Limit	-	\$2,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Damage to Rented Premises	Limits	-	\$100,000

**Certificates:**

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers Compensation and Professional Liability) using ISO Additional Insured Endorsement form CG 20 10 (11/85) version, its equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government – Purchasing Department  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

**Important:**

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

**USE OF PREMISES**

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (where applicable).

**PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (where applicable).

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: Common Century  
SIGNATURE: Bob Carr, Founder

NAME: Bob Carr TITLE: Founder

DATE: 9-14-17



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/1/2018	9/30/2018	1/1/2018	10/31/2018
PO Number			PO Date
Department	<b>Senior Services</b>		
Item Number			
Service Commodity	<b>Senior Transportation Services</b>		
Contractor	<b>Common Courtesy</b>		

= 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 The Contractor provides Senior Alternative Transportation Services through Uber/Lyft services. The contractor holds all required specifications through contract with Uber and Lyft to be considered in compliance. Reports are provided on time. All personnel qualifications have been verified through the contractors manual and website.

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 The contractor was very responsive to direction and change. This was evident through the implementation of phases of implementing the services. Contractor has been on time and very prompt with responses.

2

3

4

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

0 Comments:

1

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

Comments:

The Contractor is staying within budget and provides proper invoicing. There have been issues with budget, but monitoring and oversight was on part of the Fulton County. However, contractor has met all specifications and requests

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

Comments:

As prescribed in the contract and the proposal, all personnel are qualified to provide the services requested. The management is very responsive and available when needed. Resume's of key personnel staff are included in the contractor's proposal.

Overall Performance Rating:

2.8

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

Yes  No

Rating completed by:

*Andre McHenry* 10/20/18

Department Head Name

Department Head Signature

Date

*Stacy / Dr. Bonnell* 10/10/2018

11/14/18



**INTEROFFICE MEMORANDUM**  
*DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE*

**# 18-0977**

**TO:** Board of Commissioners  
**THROUGH:** Sharon L. Whitmore, CFO *SW*  
**FROM:** Felicia Strong-Whitaker, Purchasing Director *FSW*  
**DATE:** December 3, 2018  
**RE:** Emergency Procurement Request

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This memorandum serves as notification to the Board of Commissioners that on December 3, 2018, the County Manager approved the attached Emergency Request for the Innovative Mobility Options Services (Uber/Lyft) to provide the continuation of the services during the procurement process and to allow time for the transition services. This service is an essential government service and this request was approved in order to avoid a disruption of critical services to vulnerable residents.

This request meets the requirements pursuant to Purchasing Code Section 102-385, Emergency Procurement.

This item will be placed on the December 19, 2018 agenda for ratification.

cc: Dick Anderson, County Manager  
Pamela Roshell, Deputy Chief Operating Officer

INTER-OFFICE MEMORANDUM  
Department of Senior Services



TO: Dick Anderson, County Manager  
Office of the County Manager

THROUGH: Anna Roach, Chief Operating Officer  
Office of the County Manager

Felicia Strong-Whitaker, Director  
Purchasing Department

FROM: Dr. Pamela Roshell, Deputy Chief Operating Officer  
Office of the County Manager

DATE: November 28, 2018

RE: Request for Emergency Purchase Order – Uber/Lyft  
Innovative Mobility Options

*Pamela Roshell*

The purpose of this memorandum is to request an emergency purchase order for the Innovative Mobility Options Services (Uber/Lyft) to provide the continuation of services during the procurement process and allow time to transition services.

The Department of Senior Services implemented a pilot to provide Innovative Mobility Services through a Memorandum of Understanding (MOU) with Common Courtesy, Inc. The process to procure a vendor for 2019 is in the final stages and was projected to be completed by October 2018. That timeline was extended and a final vendor will be recommended to the Board of Commissioners during the December 2018 recess meeting.

Approval of the emergency purchase order in the amount of \$85,000.00 will serve as the interim mechanism to cover costs incurred during the procurement process (October-December) and avoid a disruption in critical services to vulnerable residents. This amount is based on the invoice for October 16-31<sup>st</sup> in the amount of \$12,894.00 and current totals from November 1<sup>st</sup> to November 15th in the amount of \$17,840.86 (projected November total is \$35,680.00).

The vendor and requested funding is outlined below.

Common Courtesy, Inc.  
Vendor Code: VS0000066960  
PO Box 19674  
Atlanta, GA 30325  
In the amount of: \$85,000 (Available on Fund Line: 100-183-183W-1183)

Approved: *SWA/PPA*  
Dick Anderson, County Manager

If additional information is needed, please call at 404-612-1243 or email [Pamela.roshell@fultoncountyga.gov](mailto:Pamela.roshell@fultoncountyga.gov).

cc: Sharon Whitmore, Chief Financial Officer  
Ladisa Onyiliogwu, Deputy Director, Department of Senior Services

*11/30/2018*

*This request meets the requirements pursuant to Purchasing Code Section 102-3B5, Emergency Procurement. Felicia Strong-Whitaker*