



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

**# 19-1003**

**BOC Meeting Date**  
12/4/2019

**Requesting Agency**

Emergency Management

**Commission Districts Affected**

All Districts

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

Request approval to renew existing contract - Fulton County Animal Services, 17RFP08092017C-BKJ, Animal Control Services in the amount of \$3,600,000.00 with Lifeline Animal Project, Inc. (Avondale Estates, GA) to provide animal control services (shelter operations as well as field services). This action exercises the second of four renewal options. Two 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:** To provide animal control, animal care and rabies services (shelter operations as well as field services) to include all personnel, supplies, utilities, necessary insurances and equipment for the unincorporated areas of Fulton County as well as the cities of Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, Johns Creek, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, South Fulton and Union City.

**Community Impact:** To continue to provide animal services for the citizens of Fulton County.

**Department Recommendation:** Recommend approval.

**Project Implications:** None

**Community Issues/Concerns:** No issues or concerns have been raised by internal/external partners regarding this contract.

**Department Issues/Concerns:** None

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

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

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	18-0468	7/11/2018	\$1,500,000.00
Renewal No. 1	19-0103	2/6/2019	\$3,600,000.00
<b>Renewal No. 2</b>			<b>\$3,600,000.00</b>
Total Revised Amount			\$8,700,000.00

**Contract Compliance Information***(Provide Contractor and Subcontractor details.)***Contract Value: \$3,600,000.00****Prime Vendor: Lifeline Animal Project, Inc.****Prime Status: Non-Minority****Location:** Avondale Estates, GA**County:** DeKalb County**Prime Value:** \$3,312,000.00 or 92.00%**Subcontractor: Pet Data, Inc****Subcontractor Status: Non-Minority****Location:** Dallas, TX**County:** Dallas County**Contract Value:** \$252,000.00 or 7.00%**Subcontractor: Clifton Harrison, CPA PC****Subcontractor Status: African American Female Business Enterprise – Certified****Location:** Dunwoody, GA**County:** DeKalb County**Contract Value:** 36,000.00 or 1.00%**Total Contract Value: \$3,600,000.00 or 100.00%****Total M/FBE Values: \$36,000.00 or 1.00%**

<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>\$3,600,000.00 or 100.00%</b>
<b>Total M/FBE Values</b>	<b>\$36,000.00 or 1.00%</b>
<b>Total Prime Value</b>	<b>\$3,312,000.00 or 92.00%</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>
100-335-S210-1215: General Fund, Emergency Management, Animal Control - \$3,600,000.00	

  

<b>Exhibits Attached</b>	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Contract Renewal Agreement	
Exhibit 2: Contract Renewal Evaluation Form	
Exhibit 3: Contractor Performance Report	

  

<b>Source of Additional Information</b>	<i>(Type Name, Title, Agency and Phone)</i>
Matthew Kallmyer, Director, Atlanta-Fulton County Emergency Management Agency, 404-612-5660	

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker	<b>Phone</b> 404-612-5800	
<b>Signature</b>	<b>Date</b>	

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

**Procurement****Contract Attached:**  
Yes**Previous Contracts:**  
Yes**Solicitation Number:**  
17RFP08092017C-BKJ**Submitting Agency:**  
Animal Services**Staff Contact:**  
Matthew Kallmyer**Contact Phone:**  
404-612-5660**Description:** To provide animal control, animal care and rabies services.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$1,500,000.00  
 Previous Adjustments: \$3,600,000.00  
 This Request: \$3,600,000.00  
 TOTAL: \$8,700,000.00

**MBE/FBE Participation:**

Amount: . %: .  
 Amount: . %: .  
 Amount: \$36,000.00 1.00%  
 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:**

100-335-S210-1215

**Funding Line 2:**

.

**Funding Line 3:**

.

**Funding Line 4:**

.

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

1/1/2020

**End Date:**

12/31/2020

**Cost Adjustment:**

Click here to enter text.

**Renewal/Extension Terms:**

Two renewal options remain

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Kallmyer, Matthew	Date: 11/8/2019
X	County Attorney:	Palmer, Ashley	Date: 11/21/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 11/12/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/22/2019



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT: Animal Services**

**BID/RFP# NUMBER: 17RFP08092017C-BKJ**

**BID/RFP# TITLE: Animal Control Services**

**ORIGINAL APPROVAL DATE: 02/06/2019**

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

**RENEWAL OPTION #: 2 OF 4**

**NUMBER OF RENEWAL OPTIONS: 4**

**RENEWAL AMOUNT: \$3,600,000.00**

**COMPANY'S NAME: Lifeline Animal Project, Inc.**

**ADDRESS: 129 Lake Street**

**CITY: Avondale Estates**

**STATE: GA**

**ZIP: 30002**

**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# \_\_\_\_\_**

(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: \_\_\_\_\_ (Print)**

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

<b>ITEM#: _____ RCS: _____</b>	<b>ITEM#: _____ RM: _____</b>
<b>RECESS MEETING</b>	<b>REGULAR MEETING</b>

## Contract Renewal Evaluation Form

<b>Date:</b>	October 25, 2019
<b>Department:</b>	COUNTYWIDE SERVICES
<b>Contract Number:</b>	17RFP08092017C-BKJ
<b>Contract Title:</b>	ANIMAL CONTROL 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.**

The vendor utilizes philanthropic donations to reduce the cost burden of the program.

**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:**

N/A

☐ **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"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
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?**  
2,400.000

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

<b>Was it part of the initial contract?</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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:**

The CPI was included in the 5 year fixed rate contract amount.

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?  
    We will have no staff to perform the duties associated with operating the Fulton County Animal Shelter as well as the Animal Service Field Operations program.

David Brown

October 25, 2019

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**Prepared by**

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**Date**

Matthew Kallmyer

October 25, 2019

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**Department Head**

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**Date**

## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2019	12/31/2019	8/1/2018	12/31/2022
PO Number			PO Date
Department	Animal Services		
Bid Number	17RFP08092017C-BKJ		
Service Commodity	Countywide Services Animal Control		
Contractor	Lifeline Animal Project, Inc.		

**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)

- ☐ 0
- ☐ 1
- ☐ 2
- ☒ 3
- ☐ 4

**Comments:**

Excellent customer service  
Operates an effective record keeping and maintenance system  
Yearly training for office personnel  
Equipped with the latest Animal Services Software  
Field Services and Shelter Staff participate in continuing education programs

## 2. 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:**

Response time meet per contract agreement  
Responds to open records request per county guidelines  
Reports to court twice a month to prosecute animal ordinance violations  
Monthly reports were submitted on time and included all pertinent data.

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

- ☐ 0
- ☐ 1

**Comments:**

# 19-1003

Apply to inquiries from internal and external stakeholders.  
and County personnel of problems in a timely manner

☒ 3

☐ 4

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

Comments:

☐ 0

☐ 1

☐ 2

☒ 3

☐ 4

Contract invoices sent to county in a timely manner  
Maintains vehicles on a regular maintenance schedule  
Provide free services to public (spay-neuter, pet food, Vaccines, leashes, etc.)

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

Comments:

☐ 0

☐ 1

☐ 2

☒ 3

☐ 4

Up to date certifications and training for Field Officers  
Certified cruelty investigators on staff  
Experienced Vet/and Vet Techs on staff  
On call 24 hours per day 365 days per year.  
Offers the longest daily operating hours in the Metro Atlanta region

Overall Performance Rating:

3.0

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

☒ Yes ☐ No

Rating completed by:

david brown

Department Head Name

Department Head Signature

Date

11/22/2019