



Fulton County Board of Commissioners
Agenda Item Summary

19-0959

BOC Meeting Date
 11/20/2019

Requesting Agency

Senior Services

Commission Districts Affected

All Districts

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

Request approval to renew existing contract – Senior Services, 18ITB114244A-FB, Indigent Burial Services in the amount of \$418,750.00 with Mutual Meadows (Peachtree Corners, GA), to provide dignified professional burial services as a last resort for any deceased person declared indigent or unclaimed Fulton County resident if the death occurred within Fulton County. This action exercises the first of two renewal options. One renewal option remains. 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 self-sufficient

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: Provide interment and cremation services for the indigent to include cemetery plots, furnishing of gravesites, cement vault, opening and closing of grave, lowering services, cremation, and interment of cremains and perpetual care. This is done pursuant to O.C.G.A § 36-12-5, keeping of adequate records of all such interments and providing of normal maintenance care which all lot owners receive. The gravesites are located at Lakeside Memorial Gardens Cemetery, 7720 Ono Road, Palmetto, GA 30268. Indigent persons are typically people with no family, no assets, and no money, which is left to the local government to administer funeral arrangements. This program provides a decent burial for Fulton County citizens who die and have no resources to pay for the interment costs at the time of death.

Community Impact: Fulton County provides approximately 350 burials annually: 90% are adults, 3% are children ages 2 to 16, and 7% are children under age 2.

Department Recommendation: The Department of Senior Services recommends approval.

Project Implications: Fulton County is obligated pursuant O.C.G.A § 36-12-5, to provide indigent

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)

burial services. Approval will allow the County to continue to provide services in compliance with the state law.

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

Department Issues/Concerns: The Department has no issue or concerns regarding this item.

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	18-1016	12/19/2018	\$418,750.00
Renewal #1			\$418,750.00
Total Revised Amount			\$837,500.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$418,750.00
Prime Vendor: Mutual Meadows
Prime Status: Non-Minority
Location: Peachtree Corners, GA
County: Gwinnett County
Prime Value: \$418,750.00 or 100.00%
Subcontractor: None

Total Contract Value: \$418,750.00 or 100.00%
Total M/FBE Value: -0-

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

Total Contract Value	\$418,750.00 or 100.00%
Total M/FBE Values	-0-
Total Prime Value	\$418,750.00 or 100.00%.

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-183-1838-1234: General, Senior Services, Burial Services - \$418,750.00

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

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Ladisa Onyiliogwu, Director, Senior Services, (404) 612-9558

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: Yes	Previous Contracts: Yes		
Solicitation Number: 18ITB114244A-FB	Submitting Agency: Senior Services	Staff Contact: Ladisa Onyiliogwu	Contact Phone: (404) 612-9558

Description:) To provide dignified professional burial services as a last resort for any deceased person declared indigent or unclaimed Fulton County resident if the death occurred within Fulton County.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$418,750.00	Amount: .	%. .
Previous Adjustments:	\$ 0.00	Amount: .	%. .
This Request:	\$418,750.00	Amount: .0.00	0.00%. .
TOTAL:	\$837,500.00	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: 100-183-1838-1234: General, Senior Services, Burial Services - \$418,750.00	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2020	End Date: 12/31/2020
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Vanhoose, Kenn	Date: 10/3/2019
X	County Attorney:	Stewart, Derval	Date: 10/25/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/25/2019
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 10/3/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/8/2019

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
4/1/2019	6/30/2019	1/1/2019	12/31/2019
PO Number			PO Date
Department	<u>Senior Services</u>		
Bid Number	18ITB114244A-FB		
Service Commodity	Indigent Burial Services		
Contractor	Mutual Meadows		

- 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

1

2

3

4

This vendor has performed well in providing the contracted services.

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

1

2

3

4

This vendor has met the expectations and milestones outlined in the contract.

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

Comments:

0

1

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is been responsive and meets all business related requirements of the contract.

- 3
- 4

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

- 0
- 1
- 2
- 3
- 4

Comments:
This vendor meets all customer satisfaction expectations.

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

- 0
- 1
- 2
- 3
- 4

Comments:
This contractor's Key Personnel meet all required credentials and are highly experienced.

Overall Performance Rating: <input style="width: 100px;" type="text" value="4.0"/>		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No) <input checked="" type="radio"/> Yes <input type="radio"/> No	Rating completed by: <input style="width: 150px;" type="text" value="kenn.vanhoose"/>	
Department Head Name	Department Head Signature	Date
<i>Ledisa Dwyer</i>	<i>[Signature]</i>	<input style="width: 100px;" type="text" value="9/30/2019"/> <input style="width: 100px;" type="text" value="10/8/19"/>

Contract Renewal Evaluation Form

Date:	September 30, 2019
Department:	Senior Services
Contract Number:	18ITB114244A-FB
Contract Title:	Indigent Burial 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.

This service is mandated by the Georgia Cemetery Act (O.C.G.A. 110-14-1 et. Seq.); therefore the County is obligated to perform all of the indigent burial services required under the Act.

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:	October 3, 2019
Price found:	\$3,500 - \$17,500
Different features / Conditions:	Comparable Services
Percent difference between internet price and renewal price:	The internet price is 68% to 94% higher than the renewal price.

Explanation / Notes:

Funeralwise.com (<https://www.funeralwise.com/plan/costs/>) is an independent unbiased information website for funeral services and is used as a reference in the Georgia Department of Human Services' "Guide to Funeral Homes, Crematories, and Cemeteries." Below is the listing of services provided under this contract with a price comparison.

Service	Funeralwise.com Market Price	Renewal Price
Plot	\$1,000 - \$4,500	\$325
Vault	\$500 - \$5,000	\$150

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Open & Close Grave	\$1,000 - \$5,000	\$581
Perpetual Care	\$1,000 - \$5,000	\$69
Total	\$3,500 - \$17,500	\$1,125

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:

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?

\$330,695

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?

The County would be out of compliance with the Georgia Cemetery Act (O.C.G.A. 110-14-1 et. Seq.).

Kenn Vanhose

October 3, 2019

Prepared by

Date

Ladisa Onyilogwu

October 3, 2019

Department Head

Date



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Senior Services

BID/RFP# NUMBER: 18ITB114244A-FB

BID/RFP# TITLE: Indigent Burial Services

ORIGINAL APPROVAL DATE: December 18, 2018

RENEWAL PERIOD: FROM: January 1, 2020 **THROUGH** December 31, 2020

RENEWAL OPTION #: 1 of 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 418,750.00

COMPANY'S NAME: Mutual Meadows, Inc.

ADDRESS: 5425 Peachtree Parkway, Suite 206

CITY: Peachtree Corners

STATE: Georgia

ZIP: 30092

This Renewal Agreement No. 1 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# 18ITB114244A-FB
(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

_____ **DATE:** _____
ROBERT L. PITTS, CHAIRMAN
FULTON COUNTY BOARD OF COMMISSIONERS

ATTEST:

_____ **DATE:** _____
TONYA R. GRIER
INTERIM CLERK TO THE COMMISSION

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

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