



Fulton County Board of Commissioners
Agenda Item Summary

20-0684

BOC Meeting Date
10/7/2020

Requesting Agency

Real Estate and Asset Management

Commission Districts Affected

All Districts

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

Request approval to renew existing contract - Department of Real Estate and Asset Management, Bid#19ITB118796C-BJK, Fire Extinguisher Testing and Maintenance Services with ProTec Fire Protection, Inc. (Loganville, GA) in the amount of \$100,000 to provide fire extinguisher testing and maintenance services on an "as needed" basis. This action exercises the first of two renewal options. One renewal options remains. Effective dates: January 1, 2021 through December 31, 2021.

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 Open and Responsible Government

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: This contract provides all parts, labor, ties, tags, labels, haz-mat charges, transportation, and costs necessary to provide fire extinguisher testing and maintenance services.

This Countywide contract is considered a stand-by contract that is used on an as-needed basis that provides preventive and corrective maintenance tasks that covers scheduled and un-scheduled maintenance needs.

The scope of work also includes but not limited to:

- Identifying all fire extinguishers installed in the designated building, Annual inspection and certification of all fire extinguishers identified. The annual inspection must include verifying the condition of charge, physical state of valves and fittings on the container and replacement of any damaged clips/pins labels etc.
- Unscheduled and/or emergency refills, re-charging and/or repairing of specified fire extinguishers.

Agency Director Approval

**County Manager's
Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

- Replace fire extinguisher/s where the existing ones are defective, after consulting representatives of Department of Real Estate and Asset Management.
- Prepared to recommend and install new fire extinguishers to bring the building space in compliance with the code.
- Periodic inspections, including six year testing and maintenance, 12 year testing and hydrostatic testing where required.
- Work must be performed in accordance with current edition of NFPA 10, portable fire extinguishers and in accordance with the National Association of Fire Equipment Distributors' (NAFED) Services and Recharge Manual.
- The contractor must provide loaner extinguishers when extinguishers are removed for work off-site. The contractor must use Nitrogen or dry compressed air when refilling and/or servicing portable extinguishers with a minimum dew point of -60 degree F. Contractor must provide certificate indicating dew point if dry air is used.
- The contractor, when performing CO2 continuity test on hose assemblies, shall provide an adhesive label indicating month/year test was performed.

Community Impact: This agenda item directly related to two of the BOC's key strategic focus areas: 1) Open and Responsible Government as well as 2) Justice and Safety. The service ensures the safety of the patrons and County staff by being in compliance with the fire and life safety codes.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to renew existing contract to provide fire extinguisher testing and maintenance services for Fulton County facilities for fiscal year 2021.

There are corrective maintenance tasks that are identified during fire extinguisher inspections, and there will be unscheduled tasks that will have to be performed when an extinguisher is deployed to fight a fire, or simply damaged by building patrons. The requested spending authority in the amount of \$100,000 for FY2021 will cover this time and materials standby contract that requires covering the cost for replacement parts/components; and labor rates for maintenance repairs.

Historical Expenditures:

- FY2020: The County expenditure as of 8/24/2020, \$48,704.00
- FY2019: The County has spent \$52,331.24
- FY2018: The County has spent \$38,540.31
- FY2017: The County has spent \$68,013.64

Project Implications: This contract provides all of the necessary fire extinguisher testing, maintenance and replacement services needed to maintain various fire extinguishers at Fulton County north, south and downtown area locations. Fire and Life Safety Code applicable for buildings mandate that the fire extinguishers must be checked and maintain at least one in a year. Fulton County does not have the staff trained or experienced in carrying out this work.

Community Issues/Concerns: None that the Department is aware of.

Department Issues/Concerns: If this renewal contract is not approved, the Department will not be able to provide fire extinguisher testing and maintenance services Countywide.

History of BOC Agenda Item: Yes, see chart below:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	19-0922	11/6/19	\$100,000.00
1st Renewal			\$100,000.00
Total Revised Amount			\$200,000.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$100,000.00
Prime Vendor: ProTec Fire Protection, Inc.
Prime Status: Non-Minority
Location: Loganville, GA
County: Walton County
Prime Value: \$100,000.00 or 100.00%

Total Contract Value: \$100,000.00 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	\$100,000.00 or 100.00%
Total M/FBE Values	\$-0-
Total Prime Value	\$100,000.00 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-520-5220-1116: General, Real Estate and Asset Management, Building Maintenance- \$60,000
 100-520-5221-1116: General, Real Estate and Asset Management, Building Maintenance- \$40,000
 "Subject to availability of funding adopted for FY2021 by BOC"

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Contract Renewal Agreement

Exhibit 2: Contractor's Performance Report

Exhibit 3: Contract Renewal Evaluation Form

Source of Additional Information *(Type Name, Title, Agency and Phone)*

Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772

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

Continued

Procurement

Contract Attached: Yes	Previous Contracts: Yes		
Solicitation Number: 19ITB118796C-BJK	Submitting Agency: Department of Real Estate and Asset Management	Staff Contact: Harry Jordan	Contact Phone: (404) 612-5933

Description: Approval to renew existing contract to provide fire extinguisher testing and maintenance services for Fulton County facilities on an "as needed" basis for fiscal year 2021.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$100,000.00	Amount: .	%. .
Previous Adjustments:	.	Amount: .	%. .
This Request:	\$100,000.00	Amount: \$-0-	0.00%. .
TOTAL:	\$200,000.00	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: 100-520-5220-1116: \$60,000.00 "Subject to availability of funding adopted for FY2021 by BOC"	Funding Line 2: 100-520-5221-1116: \$40,000.00 "Subject to availability of funding adopted for FY2021 by BOC"	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2021	End Date: 12/31/2021
Cost Adjustment: .	Renewal/Extension Terms: One renewal options remains.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Davis, Joseph	Date: 9/2/2020
X	County Attorney:	Stewart, Derval	Date: 9/20/2020
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 9/24/2020
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 9/2/2020
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 9/24/2020



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Real Estate and Asset Management

BID/RFP# NUMBER: 19ITB118796C-BKJ

BID/RFP# TITLE: Fire Extinguisher Testing and Maintenance Services

ORIGINAL APPROVAL DATE: 11/6/2019

RENEWAL EFFECTIVE DATES: 1/ 1/ 2021 **THROUGH** 12/ 31/2021

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$100,000.00

COMPANY'S NAME: ProTec Fire Protection, Inc.

ADDRESS: 2330 Protec Way

CITY: Loganville

STATE: GA

ZIP: 30052

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 as referenced herein: Bid #19ITB118796C-BKJ

FULTON COUNTY, GEORGIA

ARBORSERV, INC.

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

Robert Ford
President

ATTEST:

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission

Secretary/
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

AUTHORIZATION OF RENEWAL:

ATTEST:

Joseph N. Davis, Director
Department of Real Estate and Asset
Management

Notary Public

County: _____

Commission Expires: _____

(Affix Notary Seal)

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
OTHER SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
1/1/2020	7/17/2020	1/1/2020	12/31/2020
PO Number			PO Date
0204200000000000...			2/4/2020
Department	Real Estate and Asset Management		
Bid Number	19ITB118796C-BKJ		
Service Commodity	Fire Extinguisher Maintenance, Recharging & Repair		
Contractor	ProTec Fire Protection, Inc.		

= 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)

Comments:

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

Contractor delivers excellent services in compliance with NFPA codes and contract. During this difficult pandemic time vendor has been very understanding and willing to work with our schedule as it has been challenging, reports are provided timely and the whole team are very professional.

. 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

I have placed some difficult schedules and required timely services and they always deliver by providing the service and responding without delay, most of the inspections have been completed as per contract due to their cooperation during this time.

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

Comments:

☐ 0

☐ 1

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Vendor is customer service inclined, cordial, responsive, takes direction well, listens to constructive criticism and takes action to correct, no problems scheduling or re-scheduling services as needed.

☐ 3

☒ 4

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

Comments:

☐ 0

☐ 1

☐ 2

☒ 3

☐ 4

Meets expectations. Communicates to work within budget. Invoicing is accurate and timely, no complains from customer.

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

Comments:

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

Techs and Supervisors are knowledgeable and Administration very resourceful and within reach.

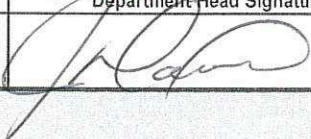
Overall Performance Rating: 3.8

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

☒ Yes ☐ No

Rating completed by:

aziza.brown

Department Head Name	Department Head Signature	Date
Joseph Davis		7/22/2020

Contract Renewal Evaluation Form

Date:	July 23, 2020
Department:	Real Estate and Asset Management
Contract Number:	19ITB118796C-BKJ
Contract Title:	Fire Extinguisher Testing and Maintenance 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 scope of work for this service cannot afford to be reduced because the services are specified in the Fire Safety Code NFPA 10 adopted by the State of Georgia. Fulton County do not have the trained staff or experienced in-house to perform all aspects of this type of maintenance services. This service provides all parts, labor, ties, tags, labels, haz-mat charges, transportation, and costs necessary to provide fire extinguisher testing and maintenance services for Fulton County. The scope includes: Annual inspection and certification of all fire extinguishers identified and replacing fire extinguisher/s where the existing ones are defective.

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:	July 23, 2020
Price found:	89.00**
Different features / Conditions:	Same
Percent difference between internet price and renewal price:	20.3%

Explanation / Notes:

** Comparison for one the most commonly used extinguisher is made here.

On an internet search, a typical price statement indicated the price of one new 10 lbs Type ABC cylinder including annual inspection as \$ 89 excluding truck/transportation charges. The price at which Fulton County is procuring is \$ 25 for the cylinder and \$ 49 for the service call, the total being \$ 74. There is a direct saving of \$ 15 on a cylinder. When multiple cylinders are replaced at one stroke, the truck charges get distributed in the quantity procured. Also, the service charges \$ 2 per cylinder is a fraction of \$ 8 found on the pricing sheet on internet

☐ 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:	Ongoing daily maintenance & service.
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?	Prices are comparable to Fulton County.

Explanation / Notes:

☒ Other (Describe in detail the analysis conducted and the outcome):**Evaluated bids received from contractors for this service.**

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

The County spent \$52,331.24 in FY2019 and \$ 23,769 till 7/23/20 in 2020. Annual inspections are due in October – November and more expenses are expected during that period

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 ☒ No6. Has an analysis been conducted to determine if this service can be performed in-house? ☒ Yes
☐ No If yes, attach the analysis.

This contract provides all of the necessary fire extinguisher testing, maintenance and replacement services needed to maintain various fire extinguishers at Fulton County north, south and downtown area locations. Fire and Life Safety Code applicable for buildings mandate that the fire extinguishers must be checked and maintain at least one in a year. Fulton County does not have the staff trained or experienced in carrying out this work.

7. What would be the impact on your department if this contract was not approved?

If this contract is not approved, the County will not be able to provide fire extinguisher testing and maintenance services Countywide.

Vijay Nair, Central Bldg. Maintenance Mgr.
LaKeshia Brackett, Greater Bldg. Maintenance
Mgr.



July 23, 2020

Prepared by

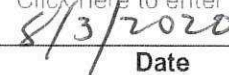
Joe Davis, Director

Department Head



Date

Click here to enter a date.



Date

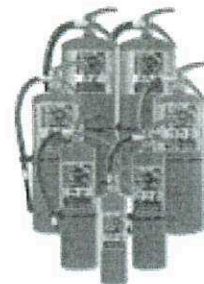
Fire Extinguisher Servicing - PRICING

This pricing information is applicable for clients needing servicing of fire extinguishers only.

NEW FIRE EXTINGUISHERS

ABC Dry Chemical Extinguishers: These extinguishers provide protection from fires comprised of combustible materials, flammable liquids and electrically charged equipment. This type of extinguisher is appropriate for installation throughout the common areas of a condo building, including hallways, elevator rooms, basements and parking garages.

Item	Brand / Details	Price
<i>5lb ABC Dry Chemical</i>	Ansul and Amerex.	\$64.00 Includes wall hook and annual certification.
<i>10lb ABC Dry Chemical</i>	Ansul and Amerex.	\$89.00 Includes wall hook and annual certification.
<i>Others</i>	We can order and install a full variety of extinguishers for specialty applications.	Ask for Price
<i>Extinguisher Location Sign</i>	Location signs are installed near extinguisher to clearly identify location of unit. OSHA required. Vinyl, adhesive-backed	\$10.00 (no installation fee)
<i>Installation</i>	All sizes	\$10.00 (no fee if replacing existing extinguisher in the same location)



RE-CERTIFIED FIRE EXTINGUISHERS

We carry a full inventory of recertified extinguishers. Each of these reconditioned extinguishers has been fully "torn down" and rebuilt by our team to their original operating condition. All internal components have been inspected and replaced as needed. All extinguisher shells have been hydro-tested and are up-to-code, meeting all city and state certification requirements. Fully tagged and annually certified prior to installation. Save 40% over new extinguishers.



Item	Brand / Details	Price
<i>5lb ABC Dry Chemical</i>	Ansul, Amerex, Badger	\$42.00 Includes wall hook and annual certification.
<i>10lb ABC Dry Chemical</i>	Ansul, Amerex, Badger	\$59.00 Includes wall hook and annual certification.
<i>Extinguisher Location Sign</i>	Location signs are installed near extinguisher to clearly identify location of unit. OSHA required. Vinyl, adhesive-backed	\$10.00 (no installation fee)
<i>Installation</i>	All sizes	\$10.00 (no fee if replacing existing extinguisher in the same location)

FIRE EXTINGUISHER MAINTENANCE

City and State law requires that extinguishers receive maintenance by a licensed technician on an annual basis. See our website for complete details of the maintenance required in Illinois. Any parts needed during maintenance will be charged at the rates listed below. There are no additional labor fees.

Extinguisher Type	10-Point Maintenance & Annual Certification
<i>5lb ABC Dry Chemical</i>	\$8.00
<i>10lb ABC Dry Chemical</i>	\$8.00
<i>20lb ABC Dry Chemical</i>	\$8.00

Part	Price
<i>Pull Pin</i>	\$1.00
<i>Hose Band & Clip</i>	\$5.00

SERVICE FEE

A service fee, or trip charge, of \$75 applies for all service visits to the building.



CONNECTED FIRE
SAFETY SERVICES