



Fulton County Board of Commissioners
Agenda Item Summary

20-0685

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#19ITB120487C-MH, Generator System Maintenance and Repair Services - in the amount of \$100,000 with Power & Energy Services, Inc. (Powder Springs, GA), to provide on-site preventive generator system maintenance and repair services for Fulton County. This action exercises the first of two renewal options. One renewal option 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 furnishes all materials, parts, labor, equipment, transportation and appurtenances necessary to provide on-site preventive generator system maintenance and repair services for Fulton County.

The scope of work also includes, but not limited to:

- The regular and systematic examination, adjustment, lubrication, replacement and preventive maintenance of all components including automatic transfer switches.
- All ordinary wear and tear, regardless of cause, not including internal engine parts.
- All required tests and written reports.
- Replacement or repairs caused by fluctuations in the main AC power systems.
- Quarterly and annual inspection services such as; fuel system, cooling system, lubrication system, combustion air intake system, engine system, electrical system, generator and automatic transfer switches.

Community Impact: This maintenance contract provides back up power to 26 critical locations

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)

throughout Fulton County which includes; Charlie Brown Airport, North and South service centers, senior centers, and health facilities. This could disrupt the service operation that provides quality programs to the citizens of Fulton County.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to renew existing contract to provide on-site preventive generator system maintenance and repair services for Fulton County on a schedule quarterly and annual inspections basis, as determined by the Department of Real Estate and Asset Management (DREAM), Building Maintenance Team for fiscal year 2021.

This is a time and materials contract that requires covering the cost for replacement of all parts/ components and labor for inspections, and maintenance repairs.

Historical Expenditures:

- FY2020: The County expenditures as of 8/24/2020, \$66,759.83 (This is not accounting the \$25,000 for spending increase to cover the cost for additional generating services that's waiting for BOC approval for 9/2/2020 Agenda Meeting)
- FY2019: The County spent \$63,000.00
- FY2018: The County spent \$75,936.13
- FY2017: The County spent \$62,000.00

Project Implications: This maintenance contract provides support an approximately 26 generator systems that provides primary emergency back-up for 26 Fulton County facilities excluding the Fulton County Jail.

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

Department Issues/Concerns: If this renewal contract is not approved, the Department's ability to address the needs for on-site preventive generator system maintenance and repair services for Fulton County.

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

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	19-0972	11/6/19	\$100,000.00
Increase Spending Authority			\$25,000.00
1st Renewal			\$100,000.00
Total Revised Amount			\$225,000.00

Contract & Compliance Information (Provide Contractor and Subcontractor details.)

Contract Value: \$100,000.00
Prime Vendor: Power and Energy Services, Inc.
Prime Status: African American Male Business Enterprise-Non-Certified
Location: Powder Springs, GA

County: Cobb County
Prime Value: \$100,000.00 or 100.00%

Total Contract Value: \$100,000.00 or 100.00%
Total MFBE Value: \$100,000.00 or 100.00%

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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	\$100,000.00 or 100.00%
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:**
19ITB120487C-MH**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 on-site preventive generator system maintenance and repair services for Fulton County for FY2021.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount:	\$100,000.00
Previous Adjustments:	\$25,000.00
This Request:	\$100,000.00
TOTAL:	\$225,000.00

MBE/FBE Participation:

Amount: .	%: .
Amount: .	%: .
Amount: \$100,000 or 100.00%: .	
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:**

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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 remain.**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Davis, Joseph	Date: 8/25/2020
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: 8/25/2020
.	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: 19ITB120487C-MH

BID/RFP# TITLE: Generator System Maintenance and Repair 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: Power and Energy Services, Inc.

ADDRESS: 1781 Westfork Dr., Suite 108

CITY: Lithia Springs

STATE: GA

ZIP: 30122

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 #19ITB120487C-MH

FULTON COUNTY, GEORGIA

**POWER AND ENERGY SERVICES,
INC.**

**Robert L. Pitts, Chairman
Fulton County Board of Commissioners**

**Brandon Cummings
COO**

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

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
4/1/2020	6/30/2020	3/17/2020	12/31/2020
PO Number			PO Date
19ITB120487C-MH			3/17/2020
Department	REAL ESTATE AND ASSET MANAGEMENT		
Bid Number	19ITB120487C-MH		
Service Commodity	Generator, Portable & Stationary, including parts repair		
Contractor	POWER AND ENERGY SERVICES, PO BOX 637, Powder Springs, GA 30127		

= 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 has very well qualified and experienced work force who have provided us services in compliant with our contract

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

Contractor provided efficient services that met the milestones by completing the tasks within time frame.

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

Comments:

☐ 0

☐ 1

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onded to all inquiries and issues by communicating efficiently and adjusting to changes without impact on our services to the customers.

☐ 3

☒ 4

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

Comments:

☐ 0

☐ 1

☐ 2

☒ 3

☐ 4

Contractor's quality of services met our expectations and we are satisfied. The invoicing was accurate and timely.

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

Comments:

☐ 0

☐ 1

☐ 2

☐ 3

☒ 4

Contractor's key personnel are very competent who may not need any guidance

Overall Performance Rating: 3.4

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

☒ Yes ☐ No

Rating completed by:

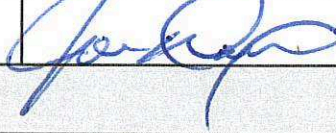
ricky.timmons

Department Head Name

Department Head Signature

Date

JOSEPH N. DAVIS



7/23/2020

Contract Renewal Evaluation Form

Date:	July 24, 2020
Department:	Real Estate and Asset Management
Contract Number:	19ITB120487C-MH
Contract Title:	Generator System Maintenance and Repair

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 cannot reduce the scope of this contract further because this contract is to provide on-site preventive generator system maintenance and repair services on a schedule quarterly and annual inspections basis. Fulton County is using its technicians where skills are available in carrying out certain periodic maintenance activities as dictated by the manufacturer. Advanced maintenance and repair requires advanced skills in troubleshooting and repair of diesel/gasoline engines, generators and automatic transfer switches. Technicians employed by Fulton County do not have these skills to perform this type of maintenance and repair. This contract furnishes all materials, parts, labor, equipment, transportation and appurtenances necessary to provide back-up power to 26 critical locations through-out Fulton County which includes: Government Center and Justice Center, North and South Service Centers, Senior Multi-Purpose Centers, and health facilities.

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:

The existing prices for fire sprinkler protection system maintenance reflect the current market rates as of today. This service was conducted in accordance with all applicable provisions of the Fulton County Purchasing Code Section 102-373, all Competitive Sealed Bids.

☐ Market Survey of other jurisdictions:

Date contacted:	Click here to enter a date.
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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 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:

Unit price comparison of maintenance costs with that in other organizations will not yield useful information. This is because each generator set is designed and manufactured for specific load and operational requirements. In many cases two units of the same size may not have features that require similar maintenance requirements. This will make maintenance costs different and not comparable

☐ 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?

The County spent \$63,000 in FY2019. The County expenditure as of 6/29/20 is \$52,718.29.

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.
This service cannot be performed in house because Fulton County does not have employees qualified and trained to do this service.
7. What would be the impact on your department if this contract was not approved?
This contract covers services required for ensuring readiness of emergency generators supporting mission critical functions like IT Data Center, 911 Call Center, fire stations and Senior Centers. If this contract is not approved, these functions will be adversely affected and facilities that provide shelter during emergency situations such as Senior Centers would not be able to do so.

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

July 24, 2020

Prepared by	Date
Joe Davis, Director	Click here to enter a date.
Department Head	7/24/2020
	Date