



BOC Meeting Date

12-19-18

Requesting Agency

Public Works

Commission Districts Affected

1, 2, 3, 5, 6, 7

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

Request approval to renew existing contracts - Department of Public Works, Bid# 18ITB112395A-YJ, Emergency Sewage Cleanup Services in the amount of \$62,859.00 with Wilpro Enterprises, Inc. d/b/a Servpro of Central Northwest GA (Villa Rica, GA) to provide emergency sewage cleanup services. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2019 through December 31, 2019.

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 healthy

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 emergency cleaning and removal of sewage contaminated household items and disinfection of the contaminated area within private property. Fulton County provides this service in both the North and South Fulton service areas when the public sewer system malfunctions and causes an overflow onto private property.

Community Impact:

If this contract is not approved, the service would not be readily available to mitigate sewage contaminated residences that was the result of the sewer system malfunctioning. The ability to rapidly respond to customers in these types of crisis situations is critical to maintaining a high level of customer service and response.

Department Recommendation:

Department of Public Works recommends approval to renew an existing contract to provide emergency sewage cleanup services.

Project Implications:

No project implications regarding this contract.

Community Issues/Concerns:

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)

Affected customers have expressed concerns when impacted by a sewer backup and expect speedy restoration to original conditions.

Department Issues/Concerns:

No additional issues or concerns.

Amount Spent in FY2017: \$43,696.00

History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	18-0371	6/6/2018	\$62,859.00
Renewal No. 1			\$62,859.00
Total revised amount			\$125,718.00

Additional Information:

To protect the interests of the County, the County Attorney shall approve the [e.g., contract, Intergovernmental Agreement, Memorandum of Understanding, etc.] as to form and substance, and make any necessary modification, prior to execution by the Chairman.

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

Contract Value **\$62,859.00**

Contract Value: **\$62,859.00**
Prime Vendor: **Wilpro Enterprises, Inc DBA Servpro Central & Northwest GA**
Prime Status: **Non-Minority**
Location: **Villa Rica, GA**
County: **Carroll County**
Prime Value: **\$62,859.00 or 100%**
Subcontractor: **None**

Total Contract Value: **\$62,859.00 or 100%**

Total M/FBE Value: **-0-**

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$62,859.00 or 100%			
Total M/FBE Values	-0-			
Total Prime Value	\$62,859.00 or 100%			
Fiscal Impact / Funding Source		<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>		
201-540-5459-1160: Water & Sewer Revenue Fund, Public Works, Professional Services - \$34,572.45				
201-540-5469-1160: Water & Sewer Revenue Fund, Public Works, Professional Services - \$28,286.55				
Exhibits Attached		<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: Contractor Performance Report				
Exhibit 3: Contract Renewal Evaluation Form				
Source of Additional Information		<i>(Type Name, Title, Agency and Phone)</i>		
Roy Barnes, Deputy Director, Public Works 404-612-6317				

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: No	Previous Contracts: Yes		
Solicitation Number: 18ITB112395A-YJ,	Submitting Agency: Public Works	Staff Contact: Roy Barnes	Contact Phone: 404-612-6317

Description: Emergency Sewage Cleanup Services.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$62,859.00	Amount: .	%. .
Previous Adjustments:	\$0.00	Amount: .	%. .
This Request:	\$62,859.00	Amount: -0-	%. .
TOTAL:	\$125,718.00	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: 201-540-5459-1160: \$34,572.45 (pending approval 2019 budget)	Funding Line 2: 201-540-5469-1160: \$28,286.55 (pending approval 2019 budget)	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2019	End Date: 12/31/2019
Cost Adjustment: .	Renewal/Extension Terms: .one renewal option remains

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Clark, David	Date: 11/1/2018
X	County Attorney:	Stewart, Derval	Date: 11/25/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/25/2018
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 11/2/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/26/2018



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Public Works

BID/RFP# NUMBER: 18ITB112395A-YJ

BID/RFP# TITLE: Emergency Sewage Cleanup Services

ORIGINAL APPROVAL DATE: 6/6/2018

RENEWAL PERIOD: FROM: January 1, 2019 THROUGH December 31, 2019

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$62,859.00

COMPANY'S NAME: Wilpro Enterprises, Inc. dba Servpro of Central Northwest GA

ADDRESS: 505 Berry Drive

CITY: Villa Rica

STATE: GA

ZIP: 30180

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# 18ITB112395A-YJ

(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 **DATE:** _____

ATTEST:

JESSE A. HARRIS
CLERK TO THE COMMISSION **DATE:** _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: David Clark

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

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

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
CONSTRUCTION SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
10/25/2018	12/31/2018	6/29/2018	12/31/2018
PO Number			PO Date
540 18ITB112395A-YJ			7/2/2018
Department	Public Works		
Bid Number	18ITB112395A-YJ		
Service Commodity	Emergency Sewage Cleanup Service		
Contractor	Servpro of Central & NW Georgia		

0 = 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>
1 = 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>
2 = 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>
3 = 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>
4 = 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>

1. Project Development (-Specification Compliance – Technical Excellence – Reports/Administration – Personnel Qualification)

0
 1
 2
 3
 4

Comments:
 Servpro of Central & NW Georgia was awarded a six month contract on 6/6/2018 to provide the Department of Public Works with Emergency Sewage Cleanup Services. The cleanup service provided by this contractor complies with all applicable standards and guidelines.

2. Design (-Were Milestones Met Per Contract – Reliability – Responsiveness to Direction/Change – On Time Completion – Liquidated Damages)

0
 1
 2
 3
 4

Comments:
 During this reporting period this contractor was dispatched to 3221 Spring Street for emergency sewage cleanup. This contractor responded within the applicable time frame and the cleanup services provided complies with all bid specifications.

3. Award - Proposal Development (-Met Timeless/Due Dates - Reasonable/Cooperative - Flexible/Motivated - Prompt Problem Notification)

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- 0
- 1
- 2
- 3
- 4

Comments:

Servpro of Central & NW Georgia conducts business with Fulton County in a professional manner. This contractor immediately notifies a representative from Fulton County whenever problem(s) arise.

4. Construction (-Mobilization Timely – Were Milestones Met – Met/Exceeded Specifications – Within Budget Performance – Proper Invoicing – Quality of Work – Responsive to Owner)

- 0
- 1
- 2
- 3
- 4

Comments:

The quality of the sewage cleanup services provided by this contractor exceeds user quality expectations. The cleanup is within budget, and the cleanup was conducted according to the bid specifications.

5. Closeout Action and Contractors Key Personnel (-Effective Management - Credentials/Experience - Ability to Accomplish Mission - Conduct)

- 0
- 1
- 2
- 3
- 4

Comments:

As of this reporting period the scope of services provided by this contractor meets the requirements of Fulton County. The only issue at this time is we have not received an invoice from this contractor for the cleanup services rendered at 3221 Spring Street.

Overall Performance Rating: <input style="width: 150px;" 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: 100%;" type="text" value="kenny.byrom"/>
Department Head Name	Department Head Signature	Date
<div style="font-family: cursive; font-size: 1.2em; color: blue;">David Cleric</div>		<input style="width: 100%;" type="text" value="10/25/2018"/>

Contract Renewal Evaluation Form

Date:	10/25/2018
Department:	Public Works
Contract Number:	18ITB112395A-YJ
Contract Title:	Emergency Sewage Cleanup 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 and cost reduction efforts of this contract are limited since this contract is to renew the existing contract for Emergency Sewage Cleanup Services. The Emergency Sewage Cleanup Service Contract is necessary for providing emergency cleaning and removal of sewage contaminated household items and disinfection of the contaminated area(s) inside private properties in North Fulton and South Fulton County. This service is necessary when the public sewer collections system malfunctions and causes an overflow inside the property. If this contract was not renewed, the service would not be readily available to mitigate sewage contaminated residences in both North and South Fulton service areas that was the result of the sanitary sewer system malfunctioning. The ability to rapidly respond to customers in crisis situations such as this is critical to maintaining the level of customer service required.

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: 10/19/2018

Price found: \$2,000.00 - \$10,000.00.
depending on the infected area, what items have to be removed (i.e. carpet, padding, baseboards, trim, sheetrock, etc.) and how high the sewage is inside the residence

Different features / Conditions: Sewage cleanup work consists of pump out, and wipe up the gunk, deodorize, and tear out carpet, walls, and/or restore carpets and floors, if possible. Equipment they'll use includes fans, air scrubbers, and dehumidifiers.

Percent difference between internet price and renewal price: [Click here to enter text.](#)

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Explanation / Notes:

In accordance with Fulton County Purchasing Code, Section 2-314, contracts such as this shall have a competitive bid. Since this contract is over \$50,000.00 dollars it shall go before the Board of Commissioners.

Sample Materials: Items 1,2,4, and 5 of the contract pricing sheet, is based on performing cleanup on one-thousand (1,000) square feet, finished/unfinished areas with notification during normal business hours, and finished/unfinished areas with notification after hours, weekends, and holidays.

Samples of the internet pricing of materials out of the group of materials covered in this contract. Internet's pricing of sampled items are listed below. Private commercial pricing is significantly higher than contracted municipal pricing due to private pricing is based on each individual thing done such as removing carpet, padding, drywall, baseboards, etc. The internet price which is 28% higher because it is quoting prices for tearing out walls, removing carpet and padding, removing baseboards, deodorizing infected areas, etc.

For Example	Our Price	Compared Price
Line# 1- Finished area with notification during Normal work hours (per 1000 square feet)	\$4.95	\$9.00 Per Square Ft.
Line# 2 – Finished areas with notification after hours Weekends, and holidays (per 1000 square feet.)	\$5.95	\$6.00 Per Square Ft.
Line# 4- Unfinished areas with notification after hours (per 1000 square feet)	\$5.95	\$6.00 Per Square Ft
Line# 5 – Crawl spaces with notification during normal Work hours (per 1000 square feet)	\$4.05	\$6.00 Per Square Ft.

x Market Survey of other jurisdictions:

Date contacted:	10/25/2018.
Jurisdiction Name / Contact name:	Clayton County Water & Sewage Authority – Mr. Lamar Hamlin 770)-960-5200
Date of last purchase:	February 2018
Price paid:	\$6,000.00
Inflation rate:	Unknown
Adjusted price:	Unknown
Percent difference between past purchase price and renewal price:	Pricing varies depending on the infected area, what items have to be removed (i.e. carpet, padding, baseboards, trim, sheetrock, etc.) and how high the sewage is inside the residence
Are they aware of any new vendors?	<input checked="" type="checkbox"/> Yes <input 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?	

Explanation / Notes:

Surrounding jurisdictions such as Henry County Water & Sewage Authority, Clayton County Water & Sewage Authority, Cobb County Water & Sewage Authority, DeKalb County Water & Sewage Authority, and the City of Atlanta Watershed Management all use an Emergency Sewage Cleanup Service.

Other (Describe in detail the analysis conducted and the outcome):

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

2017 expenditure: \$43,696.00

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:	N/A
Price paid:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A

Explanation / Notes:

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5. Is this a seasonal item or service? Yes No

This service has to be readily available for rapid respond to customers to mitigate sewage contaminated residences that was the result of the sewage collection system malfunctioning.

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?

If this contract is not approved, the service would not be readily available to mitigate sewage contaminated residences that was the result of the sewer system malfunctioning. The ability to rapidly respond to customers in crisis situations such as this is critical to maintaining the level of customer service required

Kenny Byrom

10/25/2018

Prepared by

Date



10/31/18

Department Head

Date

MARKET SURVEY

Date: 10/25/2018
 Department: Public Works
 Contract Number: 18ITB112395A-YJ
 Contract Title: Emergency Sewage Cleanup Services
 Prepared by: Kenny Byrom

I have completed a telephone market survey of the following organizations and received the comments noted.

Organization:	Henry County Water & Sewage Authority	Clayton County Water & Sewage Authority	Cobb County Water & Sewage Authority	Dekalb County Watershed Management	City of Atlanta Watershed Management
Person:	Roderick Burch	Lamar Hamlin	John Banks	Brian Robinson	Melvin Turner
Phone No.:	(678)-583-2427	(770)-960-5200	(770)-419-6201	(770)-270-6243	(404)-787-3091
Position:	CFO, Henry County Water & Sewage	Foreman	Utility Dispatch Supervisor	Customer Service Administrator	Wastewater Crew Supervisor
Are you aware of any new vendors?	Servpro Of Henry County	Servpro of Clayton County, Champion Cleaning Systems, Paces Restoration.	Servpro of Cobb County	No Return Phone Call	Steam Matic
Are you aware of a reduction in pricing in this industry?	N/A	N/A	N / A	No Return Phone Call	N / A
How does pricing compare to FC's current contract?	Pricing varies depending on the infected area, and how high the sewage is inside the residence	Pricing varies depending on the infected area, and how high the sewage is inside the residence	Pricing varies depending on the infected area, and how high the sewage is inside the residence	No Return Phone Call	Pricing varies depending on the infected area, and how high the sewage is inside the residence
Considering all factors, would you renew or re-bid now?	No Contract Established	No Contract Established. Use as needed	Renew	No Return Phone Call	Renew
Term of contract.	Servpro is used when needed. No contract	Servpro, Champion Cleaning, and	1 Year Contract, not sure on	No Return Phone Call	1 Year Contract Unknown about any renewal

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	established for Henry County Water & Sewage Authority	Paces Restoration are used when needed.	renewal option(s)		options
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