



Fulton County Board of Commissioners
Agenda Item Summary

14-0852

BOC Meeting Date
 10-15-14

Requesting Agency

Department of Water Resources

Commission Districts Affected

1, 2, 3 & 4

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

Request approval to renew existing contract – Department of Water Resources, Bid# 13ITB11156ACJC, Water Meter Boxes and Valve Boxes, in the amount of \$125,417.50 with Ferguson Waterworks, (College Park, GA) to provide water meter boxes and valve boxes. This action exercises the second of two renewal options. No renewal option remains. Effective dates: January 1, 2015 through December 31, 2015.

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 Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

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.)

Department of Water Resources requests approval to renew an existing contract to provide water meter boxes and valve boxes.

The approval of this contract will enable the Water Services Division to ensure the availability of water meter boxes and valve boxes as required for the installation of new and replacement large water meters.

If contract is not approved, Water Resources Department will not be able to install, repair or maintain water meters which would adversely affect the provision of day to day water services.

The County spent \$124,147.29 in FY2013.

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	13-0343	5/1/2013	\$125,417.50
1 st Renewal	13-0864	10/2/2013	\$125,417.50
2nd Renewal			\$125,417.50
Total revised amount			\$376,252.50

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

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

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>

Contract Value: \$125,417.50
Prime Vendor: **Ferguson Waterworks**
Prime Status: **Non-Minority**
Location: College Park, GA
County: Fulton County
Prime Value: \$125,417.50
Subcontractor: **None**

Total Contract Value: \$125,417.50 or 100%
Total M/FBE Value: -0-

Contractor Type	Contractor Status	Contractor Name	Address	City	State	Zip Code	Contact Name	Contact Phone	Contact Email	Upon Approval	Amount	Percentage	Prime/Contract Value
Prime	Non-M/FBE	Ferguson Waterworks	6145 Buffington Road	College Park	GA	30349	Bob McWhorter	770-774-3247	none	1/1/2015	\$125,417.50	100%	\$125,417.50

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

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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$125,417.50 or 100%			
Total M/FBE Values	-0-			
Total Prime Value	\$125,417.50 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> 203-540-5453-1450: Water & Sewer R & E, Water Resources, Maintenance Supplies - \$125,417.50				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Contract Renewal Form Exhibit 2: Contractor Performance Report Exhibit 3: Contract Renewal Evaluation Form				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Nick Ammons, Deputy Director, Water Resources 404-612-7530				

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

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

Continued

Procurement

Contract Attached: No	Previous Contracts: Yes		
Solicitation Number: 13ITB11156ACJC	Submitting Agency: Department of Water Resources	Staff Contact: Nick Ammons	Contact Phone: 404-612-7530

Description: Water Meter Boxes and Valve Boxes**FINANCIAL SUMMARY**

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: \$125,417.50	Amount: %:
Previous Adjustments: \$125,417.50	Amount: %:
This Request: \$125,417.50	Amount: %:
TOTAL: \$376,252.50	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: 203-540-5453-1450 (pending approval 2015 budget)	Funding Line 2:	Funding Line 3:	Funding Line 4:
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KEY CONTRACT TERMS

Start Date: 1/1/2015	End Date: 12/31/2015
Cost Adjustment:	Renewal/Extension Terms: no renewal option remains

ROUTING & APPROVALS

X	Originating Department:	Suwanarpa, Kun	Date: 7/31/2014
	County Attorney:		Date:
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 9/19/2014
X	Finance/Budget Analyst/Grants Admin:	Parker, Jamar	Date: 8/4/2014
	Grants Management:		Date:
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL

DEPARTMENT: Water Resources

BID/RFP# DESCRIPTION: Water Meter Boxes & Valve Boxes

BID/RFP# NUMBER: 13ITB11156A-CJC

ORIGINAL APPROVAL DATE: 5/1/2013

RENEWAL PERIOD: FROM: January 1, 2015 to December 31, 2015

RENEWAL OPTION # 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$125,417.50

COMPANY'S NAME: Ferguson Waterworks

ADDRESS: 6145 Buffington Road

CITY: College Park

STATE: GA

ZIP: 30349

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# 13ITB11156A-CJC (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:** _____

ATTEST:

FULTON COUNTY, GEORGIA

_____ **DATE:** _____
JOHN H. EAVES, CHAIRMAN
BOARD OF COMMISSIONERS

_____ **DATE:** _____
MARK MASSEY
CLERK TO THE COMMISSION

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

INTERIM DEPARTMENT HEAD: KUN SUWANARPA

INTERIM DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

- *BOC Chairperson's signature required on renewals \$ 50,000.00 or more or any Bid/RFP previously approved by the Board of Commissioners of Fulton County.*
- *Renewed/Current Insurance Certificate attached (if required) []*
- *Current Performance and Payment Bonds attached (If required) []*
- *Minimum of four (4) signature pages required*

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT GOODS AND COMMODITIES SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
4/1/2014	7/30/2014		1/1/2014	12/31/2014
PO Number				PO Date
13-87380A-AP				5/2/2013
Department	WATER RESOURCES			
Bid Number	13ITB11156A-CJC			
Service Commodity	WATER METER BOXES AND VALVE BOXES			
Contractor	ferguson waterworks			

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:

The quality of Water Meter Boxes and Valve Boxes, and administrative services provided by this vendor comply with all applicable standards and guidelines.

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:

The Water Meter Boxes and Valve Boxes delivered by this vendor are on time as specified by the contract and responsive to change when needed.

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

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Ferguson Waterworks conducts business with Fulton County in a professional manner and meets the requirements set forth by the applicable standards and guidelines. They are responsive and prompt to any inquiry or problem.

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

- ☐ 0

Comments:

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- ☐ 1
☐ 2
☐ 3
☒ 4

The vendor is cooperative and met all of the Department of Water Resources specifications and expectations. Always prompt with invoicing and abreast with budget.

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

- ☐ 0
☐ 1
☐ 2
☐ 3
☒ 4

Comments:

Ferguson Waterworks employees are always professional and available for assistance and are very knowledgeable of their product.

Overall Performance Rating:	4.0		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	Beryl Wilson
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature		Date
			7/30/2014

Contract Renewal Evaluation Form

Date:	7/29/2014
Department:	Water Resources
Contract Number:	13ITB11156A-CJC
Contract Title:	Water Meter Boxes and Valve Boxes

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.

- Describe what efforts were made to reduce the scope and cost of this contract.**
- None – this is a Parts and Materials contract budgeted to obtain replacement parts on an as needed basis. The scope and cost are addressed in the “estimated quantity” of the contract using forecasted usage methods.
- 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:**

x Internet search of pricing for same product or service:

Date of search:	7/29/14
Price found:	\$65.00
Different features / Conditions:	
Percent difference between internet price and renewal price:	The internet price is 36% higher

Explanation / Notes:

Sample material: Item No. 3 and 4 (combined price) of contract Pricing Sheet- Cast Iron Meter Box/Lid

Sampled internet prices of material out of the group of materials covered in this contract. Internet price of sampled item(s) is \$65 which is 36% higher than the County's price of \$47.51. Private commercial prices are significantly higher than contracted municipal prices.

Internet price is much higher because it is quoting a single unit wherein the County purchases a significant quantity under a contract therefore garnering lower prices.

METER BOX (RENEWAL PRICE)

12 CI MTR BX & TR LID	1	47.510	EA	47.51
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METER BOX (INTERNET PRICE)

12 CI MTR BX & TR LID	1	65.00	EA	65.00
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☐ Market Survey of other jurisdictions:

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
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?	

Explanation / Notes:

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

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

\$124,147.29

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:	7/9/2014
Price paid:	\$27,365.76 (576 meter boxes/lids)
Inflation rate:	None
Adjusted price:	None
Percent difference between past purchase price and renewal price:	None

Explanation / Notes:

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 ability to maintain the reliability of the Fulton County water distribution system would be diminished.

Beryl Wilson Jr

7/29/14

Prepared by

Date


Department Head


Date