



Fulton County Board of Commissioners
Agenda Item Summary

14-0850

BOC Meeting Date
10/15/2014

Requesting Agency

Finance Department (Risk Management)

Commission Districts Affected

All Districts

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

Request approval to renew existing contracts - Finance Department (Risk Management Division), RFP# 13ITB86303C-DR, Automobile Physical Damage/Appraisal Services in the amount of \$50,000 with Clear Appraisal (Smyrna, GA) to provide automobile physical damage appraisal services. This action exercises the second of two renewal options. No renewal options remain. 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.)

The Finance Department Risk Management Division requests approval to renew existing contract to provide automobile physical damage/appraisal services.

This contract will provide services of a licensed/qualified independent auto physical damage appraiser to inspect, appraises and document the incurred physical damages to County and Third Party vehicles as it relates to automobile accidents where a county vehicle is involved.

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	13-0189	03/06/13	\$50,000
1 st Renewal	13-0869	10/02/13	\$50,000
2nd Renewal			\$50,000
Total Revised Amount			\$150,000

Agency Director Approval

Typed Name and Title

Felicia Strong-Whitaker, Interim Director

Phone

(404) 612-5800

Signature

Date

**County Manager's
Approval**

Contract & Compliance Information	(Provide Contractor and Subcontractor details.)
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Contract Value: \$50,000.00
Prime Vendor: Clear Appraisal
Prime Status: African American Male Business Enterprise – Non Certified
Location: Smyrna, GA
County: Cobb County
Prime Value: \$50,000.00 or 100.00%

Total Contract Value: \$50,000.00 or 100.00%
Total M/FBE Value: \$50,000.00 or 100.00%

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	M/FBE	Clear Appraisal Services	2564 Oakwood Trace SE	Smyrna	GA	30080	Jamell Brown	404.552.7943			50,000.00	100%	50,000.00

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$50,000 or 100%			
Total M/FBE Values	\$50,000 or 100%			
Total Prime Value	\$50,000 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> 725-999-P001-1052: Risk Management Fund, Non-Agency, Insurance – Collision - \$50,000.00				
Exhibits Attached <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> Exhibit 1: Contractor Performance Report Exhibit 2: Contract Renewal Form Exhibit 3: Contract Renewal Evaluation Form				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> Eldridge A. Morris, Risk Manager, Finance Department (Risk Management Division) (404) 612-0556				

Continued

Procurement**Contract Attached:**
No.**Previous Contracts:**
Yes.**Solicitation Number:**
13ITB86303C-DR**Submitting Agency:**
Finance Department**Staff Contact:**
Eldridge Morris**Contact Phone:**
(404) 612-0556**Description:****FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$ 50,000.00

Previous Adjustments: \$ 50,000.00

This Request: \$ 50,000.00

TOTAL: \$ 150,000.00

MBE/FBE Participation:

Amount: %:

Amount: %:

Amount: %:

Amount: %:

Grant Information Summary:

Amount Requested:

☐

Cash

Match Required:

☐

In-Kind

Start Date:

☐

Approval to Award

End Date:

☐

Apply & Accept

Match Account \$:

Funding Line 1:

725-999-P001-1052

Funding Line 2:**Funding Line 3:****Funding Line 4:****KEY CONTRACT TERMS****Start Date:**

01/01/2015

End Date:

12/31/2015

Cost Adjustment:**Renewal/Extension Terms:**

No renewals remains.

ROUTING & APPROVALS

X	Originating Department:	Whitmore, Sharon	Date: 8/29/2014
	County Attorney:		Date:
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 10/5/2014
X	Finance/Budget Analyst/Grants Admin:	Stewart, Hugh	Date: 8/29/2014
	Grants Management:		Date:
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014

Submit Form

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/1/2014	7/21/2014		1/1/2014	12/31/2014
PO Number				PO Date
13SC86303BR-1				1/1/2014
Department	FINANCE			
Bld Number	13SC86303BR-1			
Service Commodity	Automobile Physical Damage Appraisals			
Contractor	Clear Appraisal			

Reset

- 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

Contractor has been on time for most assignments. He has been responsive to questions. He is an asset for employees and good with claimants.

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

Contractor turn around has been good. He has been responsive to directions and willing to cooperate with staff.

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

Comments:

- 0
1
2
3
4

Contractor is prompt with response to inquiries. Contractor is pro-active in solving problems.

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

Comments:

- 0
1
2

☐ 3
☒ 4

Contractor is very good with claimants and staff. Price is within budget.

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

☐ 0
☐ 1
☐ 2
☒ 3
☐ 4

Comments:

This is a sole proprietor operation. Contractor is qualified and does a good overall job.

Overall Performance Rating:	3.2		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	MARCELLUS McCARMY
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature	Date	
PATRICK J. O'CONNOR	Patrick J. O'Connor	7/21/2014	

Submit Form



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL

DEPARTMENT: FINANCE (RISK MANAGEMENT DIVISION)

**BID/RFP# DESCRIPTION: AUTOMOBILE PHYSICAL DAMAGE/APPRAISAL
SERVICES**

BID/RFP# NUMBER: 13ITB86303C-DR

ORIGINAL APPROVAL DATE: March 6, 2013

RENEWAL PERIOD: FROM: JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

RENEWAL OPTION # 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 50,000.00

COMPANY'S NAME: CLEAR APPRAISALS, INC. dba ClearPath 198 Appraisal

ADDRESS: 2564 Oakwood Trace

CITY: SMYRNA

STATE: GEORGIA

ZIP: 30080

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# 13ITB86303C-DR (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:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

Please indicate if the following are provided:

- ☐ **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.**
- ☐ **A copy of the current Certificate of Insurance must be attached to all renewals.**
- ☐ **Current Performance and Payment Bonds attached (If required)**
- ☐ **Minimum of four (4) signature pages required.**

Contract Renewal Evaluation Form

Date:	August 27, 2014
Department:	FINANCE
Contract Number:	13ITB86303C-DR
Contract Title:	Automobile Physical Damage/Appraisal 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.

Yes, however, this contract is a when needed, if needed, and as needed basis.

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 scope stayed the same and is based on an as, if and when needed basis.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Clayton Co./ Betty Walker
Date of last purchase:	No bid/contract on as needed basis
Price paid:	\$85per plus mileage; \$15 add'l for total loss
Inflation rate:	n/a
Adjusted price:	n/a
Percent difference between past purchase price and renewal price:	No bid/contract on a as needed basis
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?	Fulton County is \$13 cheaper and charged a flat rate

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?

\$8,523.00

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:	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 Automobile Physical Damage/Appraisal Services are needed to ensure the body shops are working within industry standards in terms of price and repair techniques. This ensures that the County is only paying the amount we owe for repairs due to accidents to Fulton County vehicles and claimant vehicles. This vendor helps keeps the cost of repairs down.

Marcellus McCamy

August 28, 2014

Prepared by

Date

Patrick O'Connor

August 28, 2014

Department Head

Date