

**Agenda Item Summary**

19-0997

BOC Meeting Date
12/4/2019**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# 17ITB107619C-BKJ, Window Washing Services for Selected Fulton County Facilities in the amount of \$40,000.00 with Tribond, LLC (Mableton, GA), to provide interior and exterior window washing services for selected Fulton County facilities. This action exercises the second of two renewal options. No renewal options remain. Effective dates: January 1, 2020 through December 31, 2020.

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 trust government is efficient, effective, and fiscally sound

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 labor, materials, tools, equipment, transportation and appurtenances necessary to provide interior and exterior window washing services for selected Fulton County facilities for the Department of Real Estate and Asset Management.

Selected County Facilities:

	Group B
1	North Fulton services Center
2	Dorothy C. Benson Senior Center
3	Roswell Regional Library
4	Sandy Springs Library
5	Roswell Senior Center
	Group C
1	South Fulton Senior Center
2	Harriett G. Darnell Senior Center
3	H.J.C. Bowden Senior Center

Agency Director Approval**County Manager's Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

4	College Park Library
5	College Park Regional Health

Community Impact: The overall impact is to provide clean interior and exterior windows in these selected County facilities.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to renew existing contract to provide interior and exterior window washing services for selected Fulton County facilities for the Department of Real Estate and Asset Management for fiscal year 2020.

Historical Expenditures:

- FY2019: No expenditure has occurred as of 10/18/2019
- FY2018: The County spent \$30,521.00

Project Implications: This contract requires special equipment, training and skills to performed interior and exterior window washing services for selected County facilities.

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

Department Issues/Concerns: If this renewal contract is not approved, the Department does not have the capacity to provide this in-house such as; the labor, skills, training and equipment to performed interior and exterior window washing services for selected Fulton County facilities.

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

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	17-1068	12/20/17	\$40,000.00
1 st Renewal	18-0602	9/5/18	\$40,000.00
2nd Renewal			\$40,000.00
Total Revised Amount			\$120,000.00

Contract Compliance Information

(Provide Contractor and Subcontractor details.)

Contract Value: \$40,000.00
Prime Vendor: Tribond, LLC
Prime Status: Non-Minority
Location: Mableton, GA
County: Cobb County
Prime Value: \$40,000.00 or 100.00%

Total Contract Value: \$40,000.00 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	\$40,000.00 or 100.00%			
Total M/FBE Values	\$-0-			
Total Prime Value	\$40,000.00 or 100.00%			
Fiscal Impact / Funding Source <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-520-5220-1160: General, Real Estate and Asset Management, Professional Services- \$40,000 "Subject to availability of funding adopted for FY2020 by BOC"				
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's Performance Report Exhibit 3: Contract Renewal Evaluation Form				
Source of Additional Information <i>(Type Name, Title, Agency and Phone)</i> 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	

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

Procurement**Contract Attached:**
Yes**Previous Contracts:**
Yes**Solicitation Number:**
17ITB107619C-BKJ**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 window washing services for selected Fulton County facilities.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount:	\$40,000.00
Previous Adjustments:	\$40,000.00
This Request:	\$40,000.00
TOTAL:	\$120,000.00

MBE/FBE Participation:

Amount: .	%: .
Amount: .	%: .
Amount: . \$-0-	0.00%: .
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 1:100-520-5220-1160:
\$40,000.00 "Subject to
availability of funding
adopted for FY2020
by BOC"**Funding Line 2:**

.

Funding Line 3:

.

Funding Line 4:

.

KEY CONTRACT TERMS**Start Date:**

1/1/2020

End Date:

12/31/2020

Cost Adjustment:

.

Renewal/Extension Terms:

No renewal options remain.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Davis, Joseph	Date: 10/28/2019
X	County Attorney:	Stewart, Derval	Date: 11/21/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 10/30/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/22/2019



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Real Estate and Asset Management

BID/RFP# NUMBER: 17ITB107619C-BKJ

BID/RFP# TITLE: Window Washing Services for Selected Fulton County Facilities

ORIGINAL APPROVAL DATE: 12/20/2017

RENEWAL PERIOD: FROM: 1/1/2020 **THROUGH** 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$40,000.00

COMPANY'S NAME: Tribond, LLC

ADDRESS: 1629 Clay Road, SW

CITY: Mableton

STATE: Georgia

ZIP: 30126

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 for Bid/RFP# 17ITB107619C-BKJ

(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
FULTON COUNTY BOARD OF COMMISSIONERS

DATE: _____

ATTEST:

TONYA R. GRIER
DEPUTY CHIEF CLERK TO THE COMMISSION

DATE: _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Joseph N. Davis, Director, DREAM (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

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
1/1/2019	6/30/2019	1/1/2019	12/31/2019
PO Number			PO Date
Department	Real Estate and Asset Management		
Bid Number	17ITB107619C-BKJ		
Service Commodity	Window Washing		
Contractor	Tribond, LLC		

= Unsatisfactory	Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.
= 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.
= 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.
= 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.
= 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.

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

During their contract period in 2018, Tribond provided good service and employees were appropriately responsive. Their work resulted in clean windows in the facilities they serviced. Employees were experienced and confident in their trade. In FY2019, we have been unable to utilize their service due to budget/funding.

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

Comments:

The County experienced no issues with Tribond during their service in 2018, however we have been unable to utilize their service in FY2019 due to budget/funding.

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

Comments:

19-0997

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

Comments:

The service provided by Tribond in 2018 met the expectations of the County and the end users in the facilities they serviced. They invoiced accurately. However, during 2019 we have been unable to use their service due to budget/funding.

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

Comments:

During their service term in 2018, key personnel at Tribond demonstrated experience in their trade and in business relations. They were available when needed and provided good service. During FY2019 we have been unable to use their service due to budget/funding.

Overall Performance Rating: 3.0

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

☒ Yes ☐ No

Rating completed by:

Darwin.White

Department Head Name

Department Head Signature

Date

JOSEPH N. DAVIS



9/6/2019

Contract Renewal Evaluation Form

Date:	October 18, 2019
Department:	Real Estate and Asset Management
Contract Number:	17ITB107619C-BKJ
Contract Title:	Window Washing Services for Selected County Facilities

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 contract cannot be reduced because requires professional licenses, specialty tools, equipment, training and technical skills to perform this services. This service contract furnishing all labor, materials, tools, equipment, transportation and appurtenances necessary to provide interior and exterior window washing services for selected Fulton County facilities: (Group B) North Fulton Services Center, Dorothy C. Benson, Roswell Regional Library, Sandy Spring Library and Roswell Senior Center; and (Group C) South Fulton Senior Center, Harriet G. Darnell, HJC Bowden and Helene S. Mills Senior Multi-Purpose Centers, College Park Library and the College Park Regional Health. This contract is required to be in compliance with the Occupational Safety and Health Administration (OSHA) Standard 1910.

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 prices for Window Washing do reflect the current market. This procurement was conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is code Selection 102-373, Competitive Sealed Bid.

☐ 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:	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 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?	Yes, the cost is applicable to City of Atlanta contract.

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?

The County spent \$30,521.00 in FY2018, and no expenditure has occurred as of 10/18/2019.

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.

DREAM does not have the capacity to provide this in-house such as; the labor, skills, training and the required specialty equipment (man lifts, swing stage, etc.) to performed interior and exterior window washing services for selected Fulton County facilities.

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

If this contract renewal is not approved, there will be a significant delay or failure in the cleaning of interior and exterior windows in these selected County-owned facilities. This will result in deterioration of the existing exterior and interior widow surfaces.

James Morehead, Building Services Manager

Prepared by

Joseph N. Davis, Director

Department Head

18 OCT 19
Date

Click here to enter a date.

Date 10/21/2019