

**Agenda Item Summary**BOC Meeting Date
12/4/2019**Requesting Agency**

Senior Services

Commission Districts Affected

All Districts

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

Request approval to renew existing contract - Department of Senior Services, Bid# 17ITB109317A-FB Lifeguard and Water Fitness Instructor Services in the amount of \$59,420.00 with Harper Security Janitorial Services (Lithonia, GA) to provide Lifeguard and Water Instructor Services, at the four (4) Senior Multipurpose Facilities. This action exercises the second of two renewals. No renewal options remain. Effective dates: January 1, 2020 to 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 are self-sufficient

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: The purpose of this solicitation is to provide Lifeguard and Water Instructor Services at the four (4) Senior Multipurpose Facilities to provide uninterrupted services in cases of leave, absences or staff vacancies in these positions.

Community Impact: Continuity of Aquatic Program provision at the four (4) Senior Multipurpose Facilities in cases of leave time, absences or staff vacancies.

Department Recommendation: The Department of Senior Services recommends approval to renew existing contract.

Project Implications: The Senior Services Department has projected the need and budgeted for these services in the FY2020 proposed budget.

Community Issues/Concerns: No community issues/concerns have been expressed to the Department of Senior Services.

Department Issues/Concerns: The department has no issues/concerns regarding this item.

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

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

History of BOC Agenda Item:

Current Contract History	BOC Item:	Date:	Dollar Amount:
Original Award Amount	18-0008	01/10/2018	\$59,420.00
Renewal No. 1	18-0976	12/19/2018	\$59,420.00
Renewal No. 2			\$59,420.00
Total Revised Amount			\$178,260.00

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$59,420.00
Prime Vendor: Harper Security Janitorial Services
Prime Status: African American Male Business Enterprise - Non Certified
Location: Lithonia, GA
County: DeKalb County
Prime Value: \$59,420.00 or 100.00%
Subcontractor: None

Total Contract Value: \$59,420.00 or 100.00%
Total M/FBE Value \$59,420.00 or 100.00%

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

Total Contract Value	\$59,420.00 or 100%
Total M/FBE Values	\$59,420.00 or 100%
Total Prime Value	\$59,420.00 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>
100-183-183S-1160: General Funds, Senior Services – Professional Services - \$10,000.00	
100-183-183T-1160: General Funds, Senior Services – Professional Services - \$19,710.00	
100-183-183U-1160: General Funds, Senior Services – Professional Services - \$10,000.00	
100-183-183V-1160: General Funds, Senior Services – Professional Services - \$19,710.00)	

Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>
Exhibit 1: Contract Renewal Evaluation Form	
Exhibit 2: Contractor Performance Report	
Exhibit 3: Contract Renewal Agreement Form	

Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>
Ladisa Onyiliogwu, Director, Senior Services (404-612-9558)	

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:**
17ITB109317A-FB**Submitting Agency:**
Senior Services**Staff Contact:**
Ladisa Onyiliogwu**Contact Phone:**
404-612-9558**Description:** To provide lifeguard and water instructor services, at the four (4) Senior Multipurpose Facilities.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$59,420.00
 Previous Adjustments: \$59,420.00
 This Request: \$59,420.00
 TOTAL: \$178,260.00

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: \$59,420.00 or 100%
 to enter text.
 Amount: . %: .

[Click here](#)**Grant Information Summary:**

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

100-183-183S-1160
 \$10,000.00
 Contingent upon
 approval of FY 2020
 Budget

Funding Line 2:

100-183-183T-1160
 \$19,710.00
 Contingent upon
 approval of FY 2020
 Budget.

Funding Line 3:

100-183-183U-1160
 \$10,000.00
 Contingent upon
 approval of FY 2020
 Budget

Funding Line 4:

100-183-183V-1160
 \$19,710.00
 Contingent upon approval
 of FY 2020 Budget

KEY CONTRACT TERMS**Start Date:**
1/1/2020**End Date:**
12/31/2020**Cost Adjustment:**
.**Renewal/Extension Terms:**
.**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Vanhoose, Kenn	Date: 11/21/2019
X	County Attorney:	Stewart, Denval	Date: 11/22/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 11/21/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/25/2019



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL AGREEMENT

DEPARTMENT: Senior Services

BID/RFP# NUMBER: 17ITB109317A-FB

BID/RFP# TITLE: Lifeguard and Water Fitness Instructor Services

ORIGINAL APPROVAL DATE: January 18, 2018

RENEWAL PERIOD: FROM: January 1, 2020 **THROUGH** December 31, 2020

RENEWAL OPTION #: 2 of 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$ 59,420.00

COMPANY'S NAME: Harper Security Company

ADDRESS: 1000 Parkwood Circle, Suite 300

CITY: Atlanta

STATE: Georgia

ZIP: 30339

This Renewal Agreement No. 2 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# 17ITB109317A-FB

(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: _____ **(Print)**

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

ITEM#: _____ RCS: _____ RECESS MEETING	ITEM#: _____ RM: _____ REGULAR MEETING
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DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/1/2019	9/30/2019	1/1/2019	12/31/2019
PO Number			PO Date
PO 181 18SC111356A-FB			3/20/2018
Department	Senior Services		
Bid Number	17ITB109317A-FB		
Service Commodity	Lifeguard and Water Fitness Instructor		
Contractor	Harper Security Janitorial Services		

= 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

Lifeguards and Instructors sent to the agency are always well prepared and knowledgeable of their jobs.

. 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

The Lifeguards and Water Fitness Instructors provided to our facilities are prompt and on time to render service.

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

Comments:

☐ 0
☐ 1

Reaching the owner has gotten better thus the score has increased by one point.

19-0992

4

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

Comments:

Employee have always been courteous, professional and willing to assist our customers.

0

1

2

3

4

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

Comments:

Since it has gotten somewhat better and easier to reach the owner, supervision has also gotten better. I increased the score by one point to reflect the improvement.

0

1

2

3

4

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:

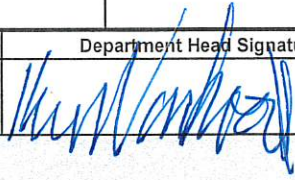
Andre Gregory

Department Head Name

Department Head Signature

Date

Ladisa Onyiliogwu



11/21/2019

Contract Renewal Evaluation Form

Date:	January 1, 2020
Department:	HUMAN SERVICES
Contract Number:	#17ITB109317A-FB
Contract Title:	Lifeguard and Water Fitness Instructor 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 Department hired fulltime Fulton County Lifeguard and Aquatics Instructors to decrease the level need for services from this contractor.

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:	November 19, 2018
Price found:	\$10.10 - \$13.46
Different features / Conditions:	None
Percent difference between internet price and renewal price:	3%
Date of search:	November 19, 2018
Price found:	\$20.00 - \$25.00
Different features / Conditions:	None
Percent difference between internet price and renewal price:	20%Click here to enter text.

Explanation / Notes:

LIFEGUARD SERVICES:

*Current provider pays \$13.00 per hour and internet search shows a maximum of \$13.46 per hour.

AQUATICS INSTRUCTOR:

*Current provider pays \$20.00 per hour and internet search shows a maximum of \$25.00 per hour.

☐ Market Survey of other jurisdictions:

Date contacted:	October 18, 2019
Jurisdiction Name / Contact name:	Cobb County Government/ Peter Conrady
Date of last purchase:	October 26, 2018
Price paid:	\$9.88 - \$15.80 per hour for Lifeguards and \$11.52 - \$18.42 per hour for Instructors to teach swim lessons; Aquatic Instructors can make between \$22.00 to \$25.00 per hr. depending on certifications.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	No difference still paying the same rate.
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?	They are within our pay range.

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?

\$41,330.00

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:	October 31, 2018
Price paid:	\$20 per hour for Lifeguard and \$20

per hour for Water Instructor. An administrative fee is included in the \$20 per hour.

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?

We would have to end Evening Hours Programs in the multipurpose facilities and would have shut down our pools more often due to not being able to cover regular lifeguard leave time.

Andre L. Gregory

November 21, 2019

Prepared by

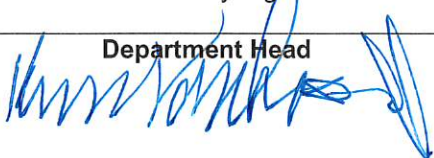
Date

Ladisa Onyiliogwu

November 21, 2019

Department Head

Date



11/21/19