

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 contracts – Department of Senior Services, Bid/RFP# 17ITB108183C-GS and Therapeutic Pool Maintenance Services \$130,000.00 with United Pool Maintenance, LLC (Roswell, GA), to provide/perform provide pool maintenance, repair and preventive maintenance for all four Senior Multipurpose Facilities. This action exercises the second of two renewal options. No renewal options remain. Effective dates January 1, 2020 to December 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 contract provides comprehensive preventive maintenance and repair services for Fulton County swimming pools located at Dorothy C. Benson Senior Multipurpose Facility, Harriett G. Darnell Senior Multipurpose Facility, HJC Bowden Senior Multipurpose Facility, and Helene S. Mills Senior Multipurpose Facility. The scope of work includes all labor, parts, equipment, transportation and material necessary to perform the following:

1. Chemical Treatment for Pool Systems:

- Inspect pools and test the water twice weekly, furnishing any and all necessary chemicals, including but not limited to i.e. bromine, Co2, soda ash, sodium bicarbonate, chlorine and/or dry chlorine, algaecides, clarifiers, shock treatments and any other chemicals necessary to keep water balance, clarity, ph and overall water quality to meet the standards and requirements of the Fulton County Health Department.
- Provide on-site service and maintenance at least twice a week to the chemical treatment systems, pumps, or other automatic feeding system, strainers, filters, heaters and other mechanical systems to ensure proper level and chemicals balance for pool operations..
- Calibrate automatic feed systems.

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

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

2. Monthly Maintenance on Pool Environment Control Systems:

Perform monthly on-site preventive and corrective maintenance services.

Community Impact: Provide quality programs, offering a range of recreational, athletic, therapeutic and enrichment activities while promoting wellness and healthy lifestyles to the senior adults of Fulton County.

Department Recommendation: The department recommends approval to renew existing contracts to provide comprehensive preventive maintenance and repairs services for Fulton County swimming pools located at the Dorothy C. Benson Senior Multipurpose Facility, Harriett G. Darnell Senior Multipurpose Facility, HJC Bowden Senior Multipurpose Facility and Helene S. Mills Senior Multipurpose Facility for fiscal year 2019.

This is a time and materials contract which consist of chemical treatment, monthly maintenance, replacement and installation of parts and laboring for swimming pools.

Project Implications: This contract requires professional licenses, equipment and technician skills to perform preventive swimming pool maintenance. This contract provides weekly chemical treatments of pool water systems and monthly on-site preventive and corrective maintenance services and; any repairs and replacement that are identified during the operational onsite inspections.

Community Issues/Concerns: The Department is not aware of any issues/concerns regarding this request.

Department Issues/Concerns: If this renewal contract is not approved, the Department would not have the capacity to provide the necessary pool services such as: the labor, skill and equipment to perform the required corrective pool maintenance and repair which could result in the closure of all pools located in the four multipurpose facilities.

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes or No. If yes, for non-purchasing item(s), describe what action(s) were taken.)

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	17-0958	11/15/17	\$110,484.00
1 st Renewal	18-0693	10/03/18	\$180,000.00
This Request			\$130,000.00
Total Revised Amount			\$420,484.00

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

Contract Value: \$130,000.00

Prime Vendor: United Pool Management

Prime Status: Non-Minority

Location: Roswell, GA

County: Fulton County

Prime Value: \$72,800.00 or 56.00%

Subcontractor: DM Mechanical, Inc.
Subcontractor Status: Non-Minority
Location: Powder Springs, GA
County: Cobb County
Contract Value: \$46,800.00 or 36.00%

Subcontractor: WPM of Georgia
Subcontractor Status: Non-Minority
Location: Powder Springs, GA
County: Cobb County
Contract Value: \$1,300.00 or 1.00%

Subcontractor: Wilson Boiler Service, Inc.
Subcontractor Status: Non-Minority
Location: McDonough, GA
County: Henry County
Contract Value: \$9,100.00 or 7.00%

Total Contract Value: 130,000.00 or 100.00%
Total MFBE Value: \$0

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

Total Contract Value	\$130,000.00 or 100.00%
Total M/FBE Values	\$0
Total Prime Value	\$130,000.00 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

100-183-183S-1160: General, Senior Services, Professional Services - \$32,500

100-183-183T-1160: General, Senior Services, Professional Services - \$32,500

100-183-183V-1160: General, Senior Services, Professional Services - \$32,500

100-183-183U-1160: General, Senior Services, Professional Services - \$32,500

***Subject to availability of funding adopted for FY2020 by BOC**

Exhibits Attached

Exhibit 1: Contract Renewal Agreement
Exhibit 2: Contract Renewal Evaluation Form
Exhibit 3: Contractor's Performance Report

Source of Additional Information *(Type Name, Title, Agency and Phone)*

Joseph 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	

Continued

Procurement

Contract Attached: Yes	Previous Contracts: Yes		
Solicitation Number: 17ITB108183C-GS	Submitting Agency: Department of Real Estate and Asset Management.	Staff Contact: Harry Jordan.	Contact Phone: (404) 612-5933.

Description: to provide/perform provide pool maintenance, repair and preventive maintenance for all four Senior Multipurpose Facilities.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$110,484.00	Amount: .	%: .
Previous Adjustments:	\$180,000.00.	Amount: .	%: .
This Request:	\$130,000.00	Amount: 0.00	%: .
TOTAL:	\$420,484.00	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: 100-183-183S-1160; \$32,500.00 "Subject to availability of funding adopted for FY2020 by BOC"	Funding Line 2: 100-183-183T-1160; \$32,500.00 "Subject to availability of funding adopted for FY2020 by BOC".	Funding Line 3: 100-183-183U-1160; \$32,500.00 "Subject to availability of funding adopted for FY2020 by BOC".	Funding Line 4: 100-183-183V-1160; \$32,500.00 "Subject to availability of funding adopted for FY2020 by BOC".
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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:	Vanhoose, Kenn	Date: 11/21/2019
X	County Attorney:	Stewart, Denval	Date: 11/22/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/25/2019
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: _Real Estate and Asset Management

BID/RFP# NUMBER: 17ITB108183C-GS

BID/RFP# TITLE: Swimming Pool Maintenance

ORIGINAL APPROVAL DATE: 11/15/2017

RENEWAL PERIOD: FROM: 01/01/2020 **THROUGH** 12/31/2020

RENEWAL OPTION #: 2 OF 2

NUMBER OF RENEWAL OPTIONS: None

RENEWAL AMOUNT: \$ 130,000.00

COMPANY'S NAME: United Pool Maintenance, LLC

ADDRESS: 570 Colonial Park Drive, Suite 306

CITY: Roswell

STATE: Georgia

ZIP: 30075

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# _____

(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
INTERIM CLERK TO THE COMMISSION
DATE: _____

SEAL (Affix)

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: Joseph N. Davis (Print)

DEPARTMENT HEAD SIGNATURE: _____ DATE _____

ITEM#: _____ RCS: _____
RECESS MEETING

ITEM#: _____ RM: _____
REGULAR MEETING

Contract Renewal Evaluation Form

Date:	October 23, 2019
Department:	<i>Real Estate and Asset Management</i>
Contract Number:	17ITB108183C-GS
Contract Title:	Swimming Pool Maintenance

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.

This service cannot afford to be reduced because the County does not have any alternate resource to provide this service in-house. The scope of the contract is established based on the comprehensive preventive maintenance and repairs required to maintain operable swimming pools. The scope of work includes all labor, parts, equipment, transportation and material necessary to perform the following but not limited to Chemical treatment on-site at least twice a week of the pool water systems and operational checks and necessary maintenance of pumps, "strantrol" automatic feeding system, strainers, filter, heaters and other mechanical systems to ensure proper level and chemical balance of pool water; response to any emergency situation that would result in non-operation of the pool and monthly on-site preventive and corrective maintenance services on the pool temperature and humidity control systems. There are four (4) pools that require service under the Fulton County contract that range in size from 21,000 to 28,000 gallons.

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 bid pricing reflects the current market pricing for commercial swimming pool maintenance. 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 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?	<u>The Cost of labor is comparable.</u>

Explanation / Notes:

The Fulton County swimming pool maintenance contract is different than most; the scope provides extensive maintenance repairs and chemicals treatment.

☐ **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 \$117,005.17 in Fiscal Year 2018.

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 ☒ No6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes
☒ No If yes, attach the analysis.

Miner service can be performed by staff members with CPO (Certified Pool Operator) Training in terms of pool water testing and adjusting the chemical quality. Multipurpose staff members have received training and are certified to perform such tasks. However, the county's internal maintenance department does not have a pool technician to perform in-house service.

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

If this contract is not approved, the aquatics program at the four (4) multipurpose facilities which serves over 600 customers weekly would cease to exist. Inoperable pools and a lack of usage would result in loss of value of County property, deterioration of building interiors and greatly impact the health of seniors sustained by the aquatics program.

Click here to enter text.

Prepared by

Click here to enter text.

Department Head

Click here to enter a date.

Date

Click here to enter a date.

Date

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	1/1/2020	12/31/2020
PO Number			PO Date
18SC108183CM-GS			2/5/2018
Department	<u>Senior Services</u>		
Bid Number	17ITB108183C-GS		
Service Commodity	Swimming Pool Maintenance		
Contractor	United Pool Maintenance LLC		

= 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

Reports are good and detailed.

. 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

Response time is good. We have not had a problem with pools issues being addressed in a timely manner.

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

Comments:

☐ 0
☐ 1

19-0993

4

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

0

1

2

3

4

Comments:

Overall the contractor has met our quality of expectations. No concerns regarding prices as mentioned in the past. We are satisfied.

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

0

1

2

3

4

Comments:

They are very qualified to do the work required for this contract.

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 Onyiliguwa



10/3/2019