



Fulton County Board of Commissioners  
**Agenda Item Summary**

# 18-0938

**BOC Meeting Date**

12-19-18

**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 of the lowest responsible bidder – Department of Real Estate and Asset Management, Bid#18ITB114227C-BKJ, Countywide Spot Cooler and Heat Pump Rental with United Rentals (Cumming, GA) in the total amount of \$100,000.00 to provide on-site potable air cooled spot cooler and heat pump rental units with the necessary accessories for set-ups at any designated Fulton County facilities on an “as needed” emergency basis. Effective dates: from January 1, 2019 through December 31, 2019, with two renewal options.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

**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, tools and equipment, transportation and appurtenances necessary to provide on-site portable air cooled spot coolers and heat pump units with the necessary accessories for set-up at any designated Fulton County facilities on an “as needed” emergency basis.

The Scope of Work includes:

- Installation
- Set-up and disconnection of air-cooled spot cooler and heat pump units
- Duct-work to all location through the facility
- Unit tested for probably functioning

The portable spot coolers and heat pump unit provides supplemental cooling/heating throughout the facility during down-time for maintenance repairs of HVAC (heating, ventilation and air conditioning) systems as determined by the DREAM, HVAC Maintenance Team.

**Community Impact:** This impact community by disrupting the daily operation of the County agency in maintaining the environmental health and comfort of the patrons and staff during the emergency repairs or replacement of the malfunction HVAC systems in County facilities.

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

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

**Department Recommendation:** The Department of Real Estate and Asset Management recommends approval of the lowest and responsible and responsive bidder to provide on-site portable air cooled spot cooler and heat pump rentals with the necessary accessories for set-up at any designated Fulton County facilities on an “as needed” emergency basis, as determined by the DREAM, HVAC Maintenance Team for fiscal year 2019.

The recommendation was based on the bidders’ calculation of daily; weekly and monthly rental rates x 12 (monthly) for portable air cooled spot coolers and heat pumps unit; delivery & set up cost per occurrence and hourly labor rate to determine the annual cost for this service.

The recommended bidder submitted the lowest responsible and responsive bid to provide on-site portable air cooled spot coolers and heat pump rentals at any designated Fulton County facilities.

**Project Implications:** This contract prevent disruption during emergency repairs/ or replacement of a malfunction HVAC system in County facilities. The portable spot coolers and heat pumps units provide supplemental cooling/heating through the facility.

**Community Issues/Concerns:** This contract ensures suitable supplemental cooling/heating through the facility during repair/replacement of failed HVAC systems. Not having this service on standby could affect community members like those visiting the public building including libraries and health clinics.

**Department Issues/Concerns:** If this contract is not approved, the Department’s ability to address the needs for on-site temporary cooling or heating to the facilities during repair/ or replacement of failed HVAC systems.

**History of BOC Agenda Item:** No, this is a new contract.

<b>Contract Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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<b>Contract Value:</b>	<b>\$100,000.00</b>
<b>Prime Vendor:</b>	<b>United Rentals (North America), Inc.</b>
<b>Prime Status:</b>	<b>Non-Minority</b>
<b>Location:</b>	<b>Cumming, GA</b>
<b>County:</b>	<b>Forsyth County</b>
<b>Prime Value:</b>	<b>\$100,000.00 or 100.00%</b>
<b>Total Contract Value:</b>	<b>\$100,000.00 or 100.00%</b>
<b>Total M/FBE Value:</b>	<b>\$-0-</b>

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	7	2	0	9
No. Bids Received:	4	0	0	4

<b>Total Contract Value</b>	<b>\$100,000.00 or 100.00%</b>
<b>Total M/FBE Values</b>	<b>\$-0-</b>
<b>Total Prime Value</b>	<b>\$100,000.00 or 100.00%</b>

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

100-520-5220-1120, General, Real Estate and Asset Management, Rental/Lease Equip.-\$50,000,  
 100-520-5221-1120, General, Real Estate and Asset Management, Rental/Lease Equip.-\$50,000,  
 "Subject to availability of funding adopted for FY2019 by BOC"

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Bid Tabulation Sheet  
 Exhibit 2: Contractor Performance Report

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

Ellis Kirby, LEED AP, CEM, CEFP, Deputy Chief Operation Officer for Infrastructure, (404) 612-5919

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**

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> No		
<b>Solicitation Number:</b> 18ITB114227C-BKJ	<b>Submitting Agency:</b> Department of Real Estate and Asset Management	<b>Staff Contact:</b> Sang Gon Kim	<b>Contact Phone:</b> 404-612-6127

**Description:** Approval of the lowest responsible bidder to provide on-site portable air cooled spot cooler and heat pump rental units at any designated Fulton County facilities.

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount: .		Amount: 0	#: 0
Previous Adjustments: .		Amount: .	#: .
This Request: \$100,000.00		Amount: \$-0-	0.00%: .
<b>TOTAL:</b> \$100,000.00		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 \$: .		

<b>Funding Line 1:</b> 100-520-5220-1120: \$50,000.00 "Subject to availability of funding adopted for FY2019 by BOC"	<b>Funding Line 2:</b> 100-520-5221-1120: \$50,000.00 "Subject to availability of funding adopted for FY2019 by BOC"	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> 1/1/2019	<b>End Date:</b> 12/31/2019
<b>Cost Adjustment:</b> Click here to enter text.	<b>Renewal/Extension Terms:</b> Two one-year renewal options.

**ROUTING & APPROVALS**

(Do not edit below this line)

XX	Originating Department:	Kirby, Ellis	Date: 10/15/2018
X	County Attorney:	Stewart, Denval	Date: 11/25/2018
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/25/2018
XX	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 10/15/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/26/2018

**BID TABULATION SHEET**

<b>BID NUMBER# 18ITB144227C-BKJ</b>	<b>CLOSING DATE:</b>	<b>8/22/2018</b>	<b>PAGE NUMBER:</b>	<b>1 of 1</b>
<b>BID DESCRIPTION: Spot Coolers and Heat Pumps Rental</b>				

**REQUESTING DEPARTMENT: Real Estate and Asset Management**

VENDOR CODE	VENDOR CODE	VENDOR CODE	VENDOR CODE
VENDOR NAME	VENDOR NAME	VENDOR NAME	VENDOR NAME
Sunbelt Rentals, Inc.	American Potable Air of Atlanta	Spot Coolers, Inc.	United Rentals
ADDRESS	ADDRESS	ADDRESS	ADDRESS
2341 Deerfield Drive Fort Mill, SC 29715	6699 Peachtree Industrial Blvd, Site B Peachtree Corners, GA 30092	3290 Green Pointe Parkway, Suite 100 Norcross, GA 30092	1275 Oak Industrial Lane Cumming, GA 30041
TELEPHONE	TELEPHONE	TELEPHONE	TELEPHONE
(800) 508-4762	(770) 807-0247	(678) 227-0368	(877) 874-4468
CONTACT:	CONTACT:	CONTACT:	CONTACT:
Becky Casella	Matt Davison	Charlie Knight	Guy Smith

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NON RESPONSIVE VENDORS AND OTHER INFORMATION

Item Description	Daily Rate	Weekly Rate	Monthly Rate	12 Month Total (Monthly Rate x 12)	Daily Rate	Weekly Rate	Monthly Rate	12 Month Total (Monthly Rate x 12)	Daily Rate	Weekly Rate	Monthly Rate	12 Month Total (Monthly Rate x 12)	Daily Rate	Weekly Rate	Monthly Rate	12 Month Total (Monthly Rate x 12)
<b>Spot Coolers</b>																
Portable Air-Cooled Spot Cooler- 1 Ton	\$99.00	\$251.00	\$496.00	\$5,952.00	\$85.00	\$200.00	\$495.00	\$5,940.00	\$75.00	\$220.00	\$495.00	\$5,940.00	\$90.00	\$180.00	\$375.00	\$4,500.00
<b>Heat Pumps</b>																
Heat Pumps 1 Ton	\$99.00	\$251.00	\$496.00	\$5,952.00	\$90.00	\$225.00	\$550.00	\$6,600.00	\$75.00	\$220.00	\$495.00	\$5,940.00	\$90.00	\$180.00	\$375.00	\$4,500.00
3 Delivery & Set Up Cost (Per Occurance)				\$160.00				\$125.00				\$200.00				\$150.00
4 Hourly Rate for After Hour Work				\$95.00				\$70.00				\$50.00/HR				\$95.00
5 Grand Total (1 + 2)				\$11,904.00				\$12,540.00				\$11,880.00				\$9,000.00
<b>Base Bid Amount (Grand Total 1 + 2)</b>				<b>\$11,904.00</b>				<b>\$12,540.00</b>				<b>\$11,880.00</b>				<b>\$9,000.00</b>
<b>BIDS MAILED</b>																
<b>BIDS RECEIVED:</b>	4		<b>CONTACT: Brian Jones, APA, Team C, Purchasing &amp; Contract Compliance</b>													

**# 18-0938**



## INTEROFFICE MEMORANDUM

Ellis G. Kirby, LEED AP, CEM, CEFP, Director  
Department of Real Estate and Asset Management  
Phone: (404) 612-5919  
Fax: (404) 612-1766

**TO:** Felicia Strong-Whittaker, Director  
Purchasing and Contract Compliance

**FROM:** Ellis G. Kirby, Director *DKL*  
*FSK ER*

**DATE:** October 10, 2018

**SUBJECT:** Contractor's Performance Report – Spot Coolers and Heat Pumps Rental

The Contractor listed below has never provided any professional goods or services to Fulton County's Department of Real Estate and Asset Management and contract was recently executed, therefore there is no Contractor's Performance Report in the current database:

**PROJECT:** Spot Coolers and Heat Pumps Rental

**PROJECT NO.:** 18ITB144227C-BKJ

**CONTRACTOR:** United Rentals  
1275 Oak Industrial Lane  
Cumming, GA 30041

**POC:** Mr. Guy Smith

**PHONE:** (877) 874-4468