



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

**# 17-0515**

**BOC Meeting Date**  
6/21/2017

**Requesting Agency**

Department of Real Estate and Asset Management

**Commission Districts Affected**

All

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

Request ratification of emergency purchase order - Department of Real Estate and Asset Management, Emergency Purchase Order #17SC108279K in the amount of \$333,432 with Western Waterproofing Company of America (Atlanta, GA) to provide and install scaffolding and related equipment for overhead protection at the Fulton County Lewis R. Salton Courthouse for a period of three years. Effective upon approval by the BOC.

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

In accordance with Purchasing Code Section 102-385, when the County Manager has approved an emergency procurement, the item shall be forwarded to the Board of Commissioners for ratification.

**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:** To furnish all material, labor, and tools necessary to provide and install scaffolding and related equipment for overhead protection at the Fulton County Lewis R. Salton Courthouse located at 136 Pryor SW Atlanta, Georgia 30303.

The scope of work includes; permitting, installation, rental and dismantling of overhead protective canopy for an estimated three (3) year period. This allows time to complete the repair and restoration of the failing façade stone work.

**Total Project Cost Breakdown:**

	Project Description	Cost
1	Lane closures, permits, and sub support for pedestrian overhead protection construction.	\$9,130
2	Erect Overhead Protective Canopy using aluminum beams and treated plywood allowing an 8'5" pedestrian under clearance along MLK and Pryor Streets including the grand stairs entrance, miscellaneous entries and fire exits.	\$22,322
3	First 12 months rental @ \$8408/mo.	\$100,896
4	Second 12 months rental @ \$7,634/mo.	\$91,608
5	Third 12 months rental @ \$6,934/mo.	\$83,208
6	Lane closures, permits, and sub support for pedestrian overhead protection dismantle	\$13,042

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

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

7	Dismantle Overhead Protective Canopy	\$13,226
	<b>Total</b>	<b>\$333,432</b>

Annual Payment are as follows:

Year 1 - \$132,348 (Permitting/installation of \$31 ,452 + 12 months Rental of \$100,896)

Year 2 - \$91,608 (Rental Only of \$91 ,608)

Year 3 - \$109,476 (Rental of \$83,208 + Permitting/Dismantling of \$26,268)

Total - \$333,432

**Community Impact:** This effort was necessary to provide life safety purposes to protect the citizens accessing the courthouse.

**Department Recommendation:** The Department of Real Estate and Asset Management recommends approval of ratification of emergency purchase order #17SC108279K to provide and install scaffolding and related equipment for overhead protection at the Fulton County Lewis R. Salton Courthouse for a period of three years to allow time to complete the repair and restoration of the failing façade stone work.

The emergency resulted as a preventative action for life safety purposes to protect citizens accessing the Courthouse, pedestrians, and County employees from severe or life threatening injury should existing stone architectural elements and/or façade tiles detach from the exterior wall of the facility and fall onto sidewalks, entry steps, and streetscape below the facility.

The County authorized 2016 Facilities Assessment identified general deficiencies in the Courthouse exterior and recommended an engineering evaluation be conducted to further study the facade condition. Results of this recently completed evaluation described more than twenty (20) different categories of deficiencies including the severity of the condition of the architectural features along the roof line, the 9<sup>th</sup> cornice, and wall between the two that is now subject to structural failure and detachment.

**Project Implications:** We consider this situation an emergency pursuant to Purchasing Code Section 102-385, which governs emergency procurements when there is a threat to public health, welfare or safety. Therefore, we request that this be handled as an emergency request because the weight of these individual stone pieces and the distance of their fall create a dangerous situation and serious life safety concern for the Fulton County citizens and employees.

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

**Department Issues/Concerns:** To ensure the coordinated effort meet the anticipated time frame to provide life safety purposes for protection of Fulton County citizens and employees.

**History of BOC Agenda Item:** Emergency procurement.

<b>Contract &amp; Compliance Information</b>	(Provide Contractor and Subcontractor details.)
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<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b> \$				
<b>Total M/FBE Values</b> \$				
<b>Total Prime Value</b> \$				
<b>Fiscal Impact / Funding Source</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>				
500-520-5200-C017: Capital, Real Estate and Asset Management, Roof Repair- \$333,432				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>				
<b>Exhibit 1:</b> Emergency PO 17SC108279K <b>Exhibit 2:</b> Emergency Memo <b>Exhibit 3:</b> Contractor's Performance Report				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i>				
Ellis Kirby, LEED AP, CEM, CFP, Director, Department of Real Estate and Asset Management, (404) 612-5919				

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

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

**Procurement****Contract Attached:**  
Yes**Previous Contracts:**  
No**Solicitation Number:**  
17SC108279K**Submitting Agency:**  
Department of Real  
Estate and Asset  
Management**Staff Contact:**  
Harry Jordan**Contact Phone:**  
404-612-5933**Description:** Ratification of Emergency Purchase Order 17SC108279K for the installation of the scaffolding and related equipment for overhead protection at the Fulton County Lewis R. Salton Courthouse**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .

Previous Adjustments: .

This Request: \$333,432.00

TOTAL: \$333,432.00

**MBE/FBE Participation:**

Amount: %:

Amount: %: .

Amount: %: .

Amount: %: .

**Grant Information Summary:**

Amount Requested: .

Match Required: .

Start Date: .

End Date: .

Match Account \$: .

☐

Cash

☐

In-Kind

☐

Approval to Award

☐

Apply &amp; Accept

**Funding Line 1:**

500-520-5200-C017

**Funding Line 2:**

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**Funding Line 3:**

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**Funding Line 4:**

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**KEY CONTRACT TERMS****Start Date:****End Date:****Cost Adjustment:**

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**Renewal/Extension Terms:****ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:		Date:
.	County Attorney:	.	Date: .
X	Purchasing/Contract Compliance:		Date:
X	Finance/Budget Analyst/Grants Admin:		Date:
.	Grants Management:	.	Date: .
.	County Manager:	.	Date: .

**FULTON COUNTY**  
PURCHASING DEPARTMENT  
130 Peachtree St. SW Suite 1168  
Atlanta, GA 30303-3459  
Phone # (404) 612-5800

# PURCHASE ORDER

**# 17-0515**

Page 1 of 4

**Invoices must be forwarded to:**

Fulton County General Services Department  
141 Pryor Street SW  
Suite G-119  
Atlanta, GA 30303

**Purchase Order Number:**

PO 520 17SC108279K

**Purchase Order Date:**

06/12/17

**Delivery Date:**

**To:**

Western Waterproofing Company of America  
3790 Browns Mill Rd., SE

Atlanta, GA 30354

**Contact:** Jeff Johnson

**Ship To Address:**

General Services Department  
79 Milton Avenue  
Administrative Office  
Atlanta, GA 30315

**F.O.B.:**

**Vendor No.:** VS0000065310

**Special Instructions:** Construction

Line	Commodity Code / Description	Quantity	Unit(s)	Unit Price	Total Amount
1	97763  Scaffolding & Ladders Rental or Lease Provide emergency services to furnish all labor, material and equipment to install scaffolding for overhead protection at the the Fulton County Lewis R.Slation Courthouse loacted at 136 Pryor Street SW Atlanta, Georgia 30303 in the total amount of \$333,432.00.  The scope of work includes; permitting, installation, rental and dismantling of overhead protective canopy for a estimated three (3) year period time to complete the repair and restoration of the failing facade stone work.	0.00		\$ 0.00	\$ 333,432.00

DEVIATION FROM PRICES STATED IS NOT PERMITTED WITHOUT A SIGNED CORRECTED PURCHASE ORDER

**NOTE: NOT VALID ORDER WITHOUT ACCEPTANCE OF TERMS AND CONDITIONS ON LAST PAGE.**

**Purchasing Agent**

**Refer Question To:**

**Purchase Order Total**

SIGNATURE

*ems per*  
*Felicia Strong-Whitaker*

**Buyer:** Donna Jenkins

Packet Page -211-  
VENDOR COPY

\$ 333,432.00

FULTON COUNTY  
PURCHASING DEPARTMENT  
130 Peachtree St. SW Suite 1167  
Atlanta, GA 30303-3459  
Phone # (404) 612-5800

## PURCHASE ORDER

<b>Purchase Order Number:</b>
PO 520 17SC108279K
<b>Purchase Order Date:</b>
06/12/17
<b>Delivery Date:</b>
<b>Vendor No.:</b>
VS0000065310

## FULTON COUNTY PURCHASING DEPARTMENT "INSTRUCTIONS AND CONDITIONS"

Vendor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all supporting documentation requested by the County, for payment and services that were completed. The County shall review invoices for approval. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs are not in accordance to the accepted quote/Bid/Proposal or as determined by the County, or are in excess of the actual stage of completion.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:**

OR

**Via Email:**

Fulton County Government  
141 Pryor Street, SW Suite 7001  
Atlanta, Georgia 30303  
Attn: Finance Department – Accounts Payable

Email: [Accounts.Payable@fultoncountyga.gov](mailto:Accounts.Payable@fultoncountyga.gov)

Vendors are allowed to send a copy of the invoice to the requesting department, however, all originals must be mailed or emailed to the Fulton County Finance Department – Accounts Payable division.

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
  - a. Vendor Name and Address
  - b. Vendor Code
  - c. Vendor Contact Information (i.e. phone, fax, email, contact person name)
  - d. Vendor's Federal tax identification number
  - e. Remittance Address
- 2) Invoice Details
  - a. Invoice Date
  - b. Invoice Number (uniquely numbered, no duplicates)
  - c. Purchase Order Reference Number (PO number issued by Fulton County)
  - d. Date(s) of Services Performed
  - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Departmental Information (needed for invoice approval)
  - a. Department Name
  - b. Department Representative Name that placed the order
- 4) Cash discounts must be specified on the invoice

**Time of Payment:** The County shall make payments within thirty (30) days after receipt of a proper invoice.

This Purchase Order, together with the Vendor's written Quote/Bid/Proposal, form a binding agreement based upon the agreed terms between the parties.

The Purchasing Department is the only authority for transactions under this order. The Vendor is cautioned not to accept contrary instructions or conditions from any source other than the Purchasing Department's Representative. Should the vendor receive, from any source, contrary instructions or conditions, the Purchasing Department's Representative should be notified immediately.

Any changes or modifications to the underlying transaction shall not become effective or binding unless authorized in writing by the Purchasing Agent.

The County is exempt from Georgia State Tax and Federal Excise Tax (#58-6001729). Exemption Certificates will be issued upon request from the Purchasing Department.



## INTEROFFICE MEMORANDUM

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

**TO:** Dick Anderson, County Manager

**THROUGH:** Felicia Strong-Whitaker, Director  
Purchasing & Contract Compliance

**FROM:** Ellis G. Kirby, Director *EGK*  
*5/9/17*

**DATE:** May 9, 2017

**SUBJECT:** Request for Emergency Purchase Order for the Installation & Rental  
of Overhead Protection Scaffolding at the Slaton Courthouse

**REQUESTED ACTION BY MANAGER:** Request approval for an Emergency Purchase Order (EPO) to be issued to Western Waterproofing Company of America ("Western") in the total amount of \$333,432.00 for the installation and rental of scaffolding and related equipment for a three (3) year period to provide Overhead Protection at the Slaton Courthouse.

**DISCUSSION:** The emergency is preventative action for life safety purposes to protect citizens accessing the Courthouse, pedestrians, and County employees from severe or life threatening injury should existing stone architectural elements and/or façade tiles detach from the exterior wall of the facility and fall onto sidewalks, entry steps, and streetscape below.

The County authorized 2016 Facilities Assessment identified general deficiencies in the Courthouse exterior and recommended an engineering evaluation be conducted to further study the façade condition.

Results of this recently completed evaluation described more than twenty (20) different categories of deficiencies including the severity of the condition of the architectural features along the roof line, the 9<sup>th</sup> floor cornice, and wall between the two that are now subject to structural failure and detachment.

The weight of these individual stone pieces and the distance of their fall create a dangerous situation and serious life safety concern.

"Whatever It Takes!"



The Department of Real Estate & Asset Management immediately requested this be handled as an emergency and solicited a proposal from Western to provide the Overhead Protection Scaffolding necessary. Western's final proposal includes the following scope of work and pricing for three (3) years providing Overhead Protection immediately and through the estimated time to complete the repair and restoration of the failing façade stone work.

Scope of Work	Pricing
1) Lane closures, permits, and sub support for pedestrian overhead protection erection.	\$9,130
2) Erect Overhead Protective Canopy using aluminum beams and treated plywood allowing an 8'5" pedestrian under clearance along MLK and Pryor Streets including the grand stairs entrance, miscellaneous entries and fire exits.	\$22,322
3) First 12 months rental @ \$8408/mo.	\$100,896
4) Second 12 months rental @ \$7,634/mo.	\$91,608
5) Third 12 months rental @ \$6,934/mo.	\$83,208
6) Lane closures, permits, and sub support for pedestrian overhead protection dismantle.	\$13,042
7) Dismantle Overhead Protective Canopy	\$13,226
<b>Total</b>	<b>\$333,432</b>

Annual costs are as follows:

Year 1 - \$132,348 (Permitting/Installation of \$31,452 + 12 months Rental of \$100,896)  
Year 2 - \$91,608 (Rental Only of \$91,608)  
Year 3 - \$109,476 (Rental of \$83,208 + Permitting/Dismantling of \$26,268)  
Total - **\$333,432**

**CONCLUSION:** We consider this situation an emergency pursuant to Purchasing Code Section 102-385, which governs procurements when there is a threat to public health, welfare, or safety.

The funding is available in account line 500-520-5200-C017 in the total amount of \$333,432.00.

If you have any questions, please contact Bill Mason at (404) 612-4812.

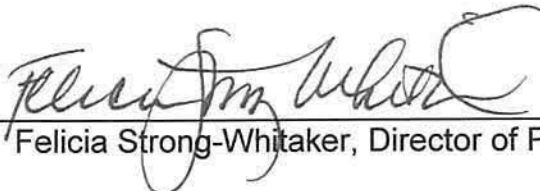
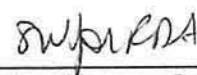


Request for Emergency Purchase Order for the Installation & Rental of Overhead Protection Scaffolding at the Slaton Courthouse  
May 9, 2017  
Page 3 of 3

**ATTACHMENTS:** Requisition # \_\_\_\_\_  
Final Proposal

EGK

cc: Todd Long, Chief Operating Officer  
Sharon Whitmore, Chief Financial Officer  
Bill Mason, Facilities Program Manager

Recommended By:		<u>5/10/2017</u>
	Felicia Strong-Whitaker, Director of Purchasing	Date
Approved By:		<u>5/15/2017</u>
	Dick Anderson, County Manager	Date

*This request meets the requirements  
of Purchasing Code Section 102-385, Emergency  
Procurement*



## INTEROFFICE MEMORANDUM

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

**TO:** Felicia Strong-Whitaker, Director of Purchasing  
**FROM:** Ellis G. Kirby, Director *EGK*  
**DATE:** June 13, 2017  
**SUBJECT:** Contractor Performance Report (CPR) – Western Waterproofing Company of America

The Contractor listed below to our knowledge has never provided any professional goods or services to Fulton County's Department of Real Estate and Asset Management:

**PROJECT:** Installation of Scaffolding and Related Equipment for Overhead Protection at the Fulton County Lewis R. Slaton Courthouse  
**PROJECT #:** 17SC108279K  
**CONTRACTOR:** Western Waterproofing Company of America  
3790 Browns Mill Road, SE  
Atlanta, GA 30354  
POC: Jeff Johnson  
Phone #: (678) 553-0170  
Email: [JeffJ@westernspecialtycontractors.com](mailto:JeffJ@westernspecialtycontractors.com)

If you require any additional information, please contact Harry Jordan at (404) 612-5933.

EK/BM/hj

cc: Bill Mason, Facilities Program Manager, DREAM  
Donna Jenkins, Contract Administrator, Purchasing Department  
Harry Jordan, Contract Administrative Supervisor