



Fulton County Board of Commissioners
Agenda Item Summary

18-0976

BOC Meeting Date
 12/19/2018

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 – Senior Services, #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 fitness instructor services at the four (4) Senior Multipurpose Facilities. This action exercises the first of two renewal options. One renewal option remains. Effective January 1, 2019 through December 31, 2019.

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 Aquatic 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 recommends approval of this item.

Project Implications: The Senior Services Department has projected the need and budgeted for these services in the FY2019 proposed budget.

Community Issues/Concerns: There are no community issues.

Department Issues/Concerns: The department has no issues.

History of BOC Agenda Item: This item was presented in the January 10, 2018 BOC Meeting and was approved.

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)

CURRENT CONTRACT HISTORY:	BOC ITEM:	DATE:	DOLLAR AMOUNT:
Original Award Amount	18-0008	January 10, 2018	\$59,420.00
1 st Request for Renewal			\$59,420.00
Total Revised Amount			\$118,840.00

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 100.00%
Total M/FBE Values	\$59,420.00 or 100.00%
Total Prime Value	\$59,420.00 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 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 *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Contractor Performance Report

Exhibit 2: Contract Renewal Agreement

Exhibit 3: Contract Renewal Evaluation Form

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

Pamela Roshell, Director, Senior Services, (404) 612-1243

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: No	
Solicitation Number: .17ITB109317A-FB	Submitting Agency: Senior Services	Staff Contact: Pamela Roshell	Contact Phone: (404) 612-1243

Description: Lifeguard and Water Fitness Instructor Services

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$59,420.00	Amount: .	%. .
Previous Adjustments:	\$0.00	Amount: .	%. .
This Request:	\$59,420.00	Amount: \$59,420.00 or 100.00% .	
TOTAL:	\$118,840.00	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 \$10,000.00	Funding Line 2: 100-183-183T-1160 \$19,710.00	Funding Line 3: 100-183-183U-1160 \$10,000.00	Funding Line 4: 100-183-183V-1160 \$19,710.00
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KEY CONTRACT TERMS

Start Date: 1/1/2019	End Date: 12/31/2019
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Onyiliogwu, Ladisa	Date: 12/5/2018
X	County Attorney:	Stewart, Derval	Date: 12/8/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/10/2018
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 12/5/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/10/2018



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Fulton County, GA

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, 2019 **THROUGH** December 31, 2019

RENEWAL OPTION #: 1 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. **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 **DATE: _____**

ATTEST:

JESSE A. HARRIS
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

Contract Renewal Evaluation Form

Date:	January 1, 2019
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:	November 21, 2018
Jurisdiction Name / Contact name:	Cobb County Government/ Alia
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
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:

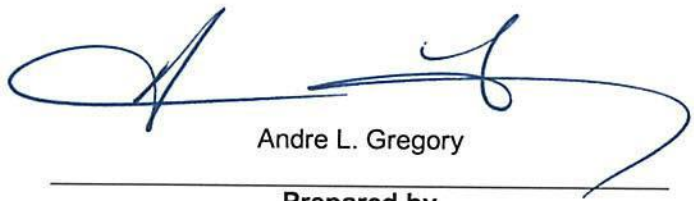
Click here to enter text.

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

Prepared by

November 21, 2018

Date


Click here to enter text.
Department Head

Click here to enter a date.

Date

CONTRACTORS PERFORMANCE REPORT
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/2/2018	9/28/2018	3/20/2018	12/31/2018
PO Number	PO Date		
PO 181 18SC111356A-FB	3/20/2018		
Department	Senior Services		
Contract 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 Lifeguards and Instructors sent to the agency were well prepare and knowledgeable of their jobs.

1

2

3

4

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

1 (Note, I originally gave a score of "2" because I solely based it on the owner and not the staff rendering the direct service. My overall scores for the owner are reflected in Evaluation Number #3 and #5)

2

3

4

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

Comments:

0

1

18-0976

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.

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

Comments:

There has been only a couple times when it was hard to reach the to make a request. Overall, once contacted he acted quickly on our request.

Overall Performance Rating:

2.6

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

A. P. ...

Department Head Signature

Andre Gregory

Date

11/27/2016

12/5/18