



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director of Purchasing and Contract Compliance

FROM: Joseph Davis, Director DREAM 

DATE: March 17, 2022

SUBJECT: Recommendation Award - #22ITBC132961C-MH HVAC Equipment and Parts

RECOMMENDATION: We are requesting approval to recommend Bid#22ITBC132961C-MH, HVAC Equipment and Parts in the total amount of \$70,000 with (A) F. M. Shelton, Inc. (Atlanta, GA) in the amount of \$43,750; and (B) HD Supply Facilities Maintenance, LTD (Jacksonville, FL) in the amount of \$26,250, to provide HVAC equipment and parts on an "as needed" basis for Fulton County facilities. Effective upon BOC approval through December 31, 2022, with two (2) renewal options.

DISCUSSION: The County received and evaluated three (3) bid responses to the solicitation. The recommendation for the awards were based on the lowest responsive and responsible bidder(s) per line item(s) complying with the provisions of the ITB-Commodities.

There are a total of 24 representative line items; we have recommended each bidder accordingly:

Recommended Bidder Name	Number of the lowest items	Awarded Items
F. M. Shelton, Inc.	15	1, 2, 3, 8, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20 & 21
HD Supply Facilities Maintenance, LTD	9	4, 5, 6, 7, 9, 17, 22, 23 & 24
Wilson and Sons dba Mechanical Maintenance	0	None
Total	24	

F. M. Shelton, Inc. submitted the lowest cost on 16 out of 24 total line items (62.5%) and HD Supply submitted the lowest cost on 9 out of 24 total line items (37.5%), therefor we recommend awards to both bidders to provide HVAC equipment and parts for FY2022.

Based on the prior historical usage we spent on average of \$68,414 annual on HVAC part and related items. DREAM has approximately 1,250 varieties of parts on hand in the inventory. We recommend the total spending authority in the amount of \$70,000 of to meet the daily requirements of the HVAC maintenance division for the remainder of 2022.

Having multiple vendors will provide the County with maximum flexibility and sufficient resources to respond to the service needs.

If you require additional information, contact Harry Jordan, Contract Management Administrator at (404) 612-5933.

ATTACHMENT: Bid Tabulation Sheet

cc: Mark Hawks, CAPA, Team C, Purchasing & Contract Compliance
Gertis Strozier, APA, Purchasing & Contract Compliance
Harry Jordan, Contract Administrator, DREAM/Purchasing



INTEROFFICE MEMORANDUM

TO: Joseph Davis, Director

FROM: Calvin Gamble, Material Management Manager

DATE: March 17, 2022

SUBJECT: Recommendation – 22ITBC132961C-MH - C
HVAC Equipment and Parts

Amount Requested: Requested Amount: Total **\$70,000.00**

Contract Term: 12 months from issuance PO

Funding Line: 100-520-5222-1450

Vendor Name	Award Amount	Notes
FM SHELTON	\$43,750.00	Lowest on line items: 1, 2, 3, 8, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20 & 21
HOME DEPOT PRO	\$26,250.00	Lowest on line items: 4, 5, 6, 7, 9, 17, 22, 23 & 24.

BASIS OF AWARD.

The County shall award to the overall lowest responsive and responsible bidder(s) complying with the provisions of the E-Quote (Multiple).

Attachment:

1. Evaluation spreadsheet – Allocation PO amounts

cc: Harry Jordan, Contract Management Administrator