



Fulton County Board of Commissioners
Agenda Item Summary

18-0528

BOC Meeting Date
 8/1/2018

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 to increase spending authority - Department of Real Estate and Asset Management, Bid# 16ITB23742C-MT, On-Site Door Repair & Overhead Door Preventive & Predictive Maintenance in the total amount of \$150,000.00 with Overhead Door Company of Atlanta d/b/a DH Pace Company, Inc. (Atlanta, GA), to provide security upgrades for these selected Fulton County senior service facilities. Effective upon BOC approval.

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

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract 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: The Scope of Work is to furnish all labor, parts, equipment, and materials necessary to provide security upgrades for these selected Fulton County senior service facilities. These works are scheduled into two (2) phases.

Phase 1: Install wireless intercom and door control system to control the front doors by remote at the ten (10) County senior facilities:

1. Southeast Neighborhood Senior Center
2. Auburn Neighborhood Senior Center
3. Dogwood Neighborhood Senior Center
4. New Horizon Neighborhood Senior Center
5. Camp Truitt Neighborhood Senior Center
6. Hapeville Neighborhood Senior Center
7. New Beginnings Neighborhood Senior Center
8. Palmetto Neighborhood Senior Center
9. Roswell Neighborhood Senior Center
10. Sandy Springs Neighborhood Senior Center

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)

Projected Cost for Phase I:

• Door Installation Proposal	\$67,778.00
• Door Buzzers	<u>\$24,010.00</u>
Sub Total Cost Phase I	\$91,788.00

Phase II: Install wireless intercom system with locking security device on the front doors and with a manual door control system (iVision+ Wireless intercom system) that will control the release button at the front doors at the four (4) County facilities:

1. Harriett G. Darnell Senior Complex, Adult Day Center
2. Dorothy C. Benson Senior Facility, Adult Day Center
3. H.J.C. Bowden Senior Facility, Adult Day Center
4. Helene S. Mills Senior Facility, Adult Day Center

Projected Cost for Phase II:

- Sub Total Cost for Phase II Wireless System and Manual Door Controls: **\$37,600.00**

Total Projected Cost for Installation Projects for Phase I and II: \$129,388.00

Community Impact: This agenda item is directly related to two of the BOC's key strategic focus areas: 1) All people trust that government is effective, efficient and fiscally sound as well as 2) all people are safe.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to increase spending authority on behalf of the Department of Senior Services, to provide security upgrades at these selected Fulton County senior service facilities.

The Department of Senior Services, conducted a facility security assessment through the Fulton County Police Department. Based on those recommendations and the Department's strategic goal to increase safety, the following security upgrades will occur in 2018 in these selected Fulton County senior facilities. The Board of Commissioner's (BOC) allocated Department of Senior Services \$150,000.00 through grants to implements its security strategy plan.

In addition to the project total base amount of \$129,388.00, the Department is, also, requesting the remaining \$20,612.00 balance be utilized as owner-controlled contingency for those unanticipated costs that may require additional support that are not covered in the base projected cost. As requested, the \$150,000.00 will cover the total expected security upgrades at these selected County senior facilities.

Project Implications: This increase in spending authority will allow the implementation of security strategy by upgrading doors at selected County senior facilities.

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

Department Issues/Concerns: If this increase in spending authority is not approved, the County does not have the adequate internal resources to effectively perform this required corrective action in implementing the security strategy in these selected County senior facilities.

Continued

History of BOC Agenda Item: Yes, see chart below:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	16-0248	3/16/16	\$70,000.00
Increase Spending Authority No. 1	16-0909	10/19/16	\$51,937.50
1 st Renewal	16-1010	11/2/16	\$140,000.00
Increase Spending Authority No. 2	17-0619	8/2/17	\$50,000.00
2 nd Renewal	17-1007	12/6/17	\$190,000.00
Increase Spending Authority No. 3			\$150,000.00
Total Revised Amount			\$651,937.50

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

Contract Value: \$150,000.00
Prime Vendor: Overhead Door Company of Atlanta
d/b/a DH Pace Company, Inc
Prime Status: Non-Minority
Location: Atlanta, GA
County: Fulton County
Prime Value: \$150,000.00 or 100.00%

Total Contract Value: \$150,000.00 or 100.00%
Total M/FBE Value: \$-0-

18-0528

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

Total Contract Value	. \$150,000.00 or 100.00%
Total M/FBE Values	. \$-0-
Total Prime Value	. \$150,000.00 or 100.00%

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
 100-183-183Z-1192: General, Senior Services, Aging Grant Supplemental- \$150,000.00

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
Exhibit 1: Amendment No. 3 to Form of Contract
Exhibit 2: Cost Proposal for Security Upgrades
Exhibit 3: Contractor's Performance Report

Source of Additional Information *(Type Name, Title, Agency and Phone)*
 Ellis G. Kirby, LEED AP, CEM, CFP, Director, Department of Real Estate and Asset Management, (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

Contract Attached: No	Previous Contracts: Yes		
Solicitation Number: 16ITB23742C-MT	Submitting Agency: Department of Real Estate and Asset Management	Staff Contact: Harry Jordan	Contact Phone: (404) 612-5933

Description: Approval to increase spending authority to provide security upgrades for these selected Fulton County senior service facilities.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$70,000.00	Amount: .	%. .
Previous Adjustments:	\$431,937.50	Amount: .	%. .
This Request:	\$150,000.00	Amount: . \$-0-	. .
TOTAL:	\$651,937.50	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: 100-183-183Z-1192	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: .	End Date: 12/31/2018
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Kirby, Ellis	Date: 7/6/2018
X	County Attorney:	Stewart, Derval	Date: 7/24/2018
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 7/24/2018
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 7/6/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 7/25/2018

AMENDMENT NO. 3 TO FORM OF CONTRACT

Contractor: **DH Pace Company, Inc. dba Overhead Door Company of Atlanta**

Contract No. **16ITB23742C-MT, On-Site DOOR repair & Overhead Door Preventive & Predictive Maintenance**

Address: **221 Amour Drive**
City, State **Atlanta GA 30324**

Telephone: **(404) 872-3667**

E-mail: jeff.allen@dhpac.com

Contact: **Jeff Allen**
Vice President

W I T N E S S E T H

WHEREAS, Fulton County ("County") entered into a Contract with **DH Pace Company, Inc. dba Overhead Door Company of Atlanta** to provide/perform On-Site Door Repair and Overhead Door Preventive & Predictive Maintenance, dated 1st day of April 2016, on behalf of the **Department of Real Estate and Asset Management**; and

WHEREAS this amendment for increasing spending authority is to cover the expected cost to upgrade security in the selected County facilities managed by the Senior Services Department.

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this amendment was approved by the Fulton County Board of Commissioners on **August 1, 2018, BOC Items #18-** .

NOW, THEREFORE, the County and the Contractor agree as follows:

This Amendment No. 3 to Form of Contract is effective as of the 1st day of **August, 2018**, between the County and **DH Pace Company, Inc. dba Overhead Door Company of Atlanta**, who agree that all Services specified will be performed in accordance with this Amendment No. 3 to Form of Contract and the Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** Furnish all labor, parts, equipment, and materials necessary to provide security upgrades at selected Fulton County senior facilities. The work are scheduled into two (2) phases.

Phase 1: Install wireless intercom and door control system to control the front doors by remote at the ten (10) County senior facilities:

1. Southeast Neighborhood Senior Center
2. Auburn Neighborhood Senior Center
3. Dogwood Neighborhood Senior Center
4. New Horizon Neighborhood Senior Center
5. Camp Truitt Neighborhood Senior Center
6. Hapeville Neighborhood Senior Center
7. New Beginnings Neighborhood Senior Center
8. Palmetto Neighborhood Senior Center
9. Roswell Neighborhood Senior Center
10. Sandy Springs Neighborhood Senior Center

Phase II: Install wireless intercom system with locking security device on the front doors and with a manual door control system (**iVision+ Wireless intercom system**) that will control the release button at the front doors at four the (4) County facilities:

1. Harriett G. Darnell Senior Complex, Adult Day Center
2. Dorothy C. Benson Senior Facility, Adult Day Center
3. H.J.C. Bowden Senior Facility, Adult Day Center
4. Helene S. Mills Senior Facility, Adult Day Center

2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed **\$150,000.00**.
3. **LIABILITY OF COUNTY:** This Amendment No. 3 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.
4. **EFFECT OF AMENDMENT NO. 3 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 3 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

CONSULTANT:

FULTON COUNTY, GEORGIA

**DH PACE COMPANY, INC. D/B/A
OVERHEAD DOOR COMPANY
OF ATLANTA**

Robert L. Pitts, Chairman
Board of Commissioners

Jeff Allen,
Vice President

ATTEST:

ATTEST:

Tonya R. Grier
Interim Clerk to the Commission

Secretary/
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

Office of the County Attorney

Notary Public

APPROVED AS TO CONTENT:

County: _____

Ellis G. Kirby, LEED AP, CEM, CEFP,
Director, Department of Real Estate and
Asset Management

Commission Expires: _____

(Affix Notary Seal)

ITEM#: _____ RCS: _____	ITEM#: _____ RM: _____
RECESS MEETING	REGULAR MEETING

Security Enhancement Update

The Board of Commissioners allocated \$150,000 to increase security at facilities managed by the Department of Senior Services. The following is an explanation of the scope of work and projected costs to enhance facility security.

The Department conducted a facility security assessment through Fulton County Police. Based on those recommendations and the department's goal to increase safety, the following upgrades will occur in 2018.

PHASE I

Scope of Work - Wireless Intercom and Door Control System (Installation of wireless intercom system to control front door by remote)

Projected Costs - \$91,788

Door Installation Proposal - \$67,778

Door Buzzers - \$24,010

Installation Schedule as follows:

1. Southeast Neighborhood Senior Center
2. Auburn Neighborhood Senior Center
3. Dogwood Neighborhood Senior Center
4. New Horizon Neighborhood Senior Center
5. Camp Truitt Neighborhood Senior Center
6. Hapeville Neighborhood Senior Center
7. New Beginnings Neighborhood Senior Center
8. Palmetto Neighborhood Senior Center
9. Roswell Neighborhood Senior Center
10. Sandy Springs Neighborhood Senior Center

PHASE II

Scope of Work – Intercom and Manual Door Control System (Installation of wireless intercom system with locking security device on front doors to be controlled with a release button at front desk) – *iVision+ Wireless intercom system*

Costs - \$37,600

1. Harriett G. Darnell Senior Complex, Adult Day Center
2. Dorothy C. Benson Senior Facility, Adult Day Center
3. H.J.C. Bowden Senior Facility, Adult Day Center
4. Helene S. Mills Senior Facility, Adult Day Center



**INTER-OFFICE MEMORANDUM
DEPARTMENT OF SENIOR SERVICES**

TO: Ellis Kirby, Director, DREAM
FROM: *Pamela Roshell*
Dr. Pamela Roshell, Director
Fulton County Department of Senior Services
DATE: June 20, 2018
RE: Increase Spending Authority with Overhead Doors

The purpose of this memorandum is to recommend an increase in spending authority for the Overhead Door Atlanta purchase order (PO).

The Board of Commissioners allocated \$150,000 to increase security at facilities managed by the Department of Senior Services. The Department was informed of an existing contract with Overhead Door Atlanta and is interested in using this vendor to implement its security strategy.

The Department of Senior Services is recommending an increase of \$150,000.00 to cover expected installations and costs to upgrade security in its facilities through the end of FY2018.

If additional information is needed, I can be reached at 404-612-1243 or via email at pamela.roshell@fultoncountyga.gov.

cc: Joe Davis, Deputy Director of Asset Management
Florene Thornton, Financial Systems Supervisor, DREAM
Harry Jordan, Contracting Officer, DREAM

Submit Form

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT OTHER SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
7/6/2017	10/6/2017		1/1/2017	12/31/2017
PO Number				PO Date
0127170000*0060				1/27/2017
Department	Real Estate and Asset Management			
Bid Number	16ITB23742C-M			
Service Commodity	On-Site Door/Overhead Door Repair & Preventive Maintenance			
Contractor	Overhead Door Company of Atlanta			

- 0 = Unsatisfactory *Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.*
- 1 = Poor *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.*
- 2 = Satisfactory *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.*
- 3 = Good *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.*
- 4 = Excellent *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.*

1. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

Comments:

0

1

2

3

4

The vendor provided quality goods and service. Vendor met the requirements and specifications for fultoncounty. The vendors technician were experienced in all door repairs and was in compliance.

2. 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

The vendor provided service in a timely manner. Vendor also responded well to after hour calls. Vendor met most of the deadlines that were set by end user.

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

Comments:

0

1

2

3

4

The vendor has shown improvement in business relations with fulton County. Vendor has a system in place that makes it effortless for inquiries and directions The vendor is very prompt in notifying end user of any unforeseens.

4. Customer Satisfaction (-Met User Quality Expections - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

Comments:

0

1

2

3 Vendor met the customer specification majority of the time. There are no documented complaints from any customer that D.H Pace has serviced. The vendor is very thorough in submitting invoices in a timely manner. All specifications was met and within budget.

4

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

0 Comments:

1 Contractor's key personnel possess the appropriate credentials in completing tasks that was assigned. Fulton County staff provided effective supervision for vendor's techs that serviced Fulton County Facilities.. Vendor provided services when needed.

2

3

4

Overall Performance Rating:	3.2		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	Vijaya.Nair
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	Department Head Signature	Date	
ELLIS KIRBY	 FOR EK	10/23/2017	