



Fulton County Board of Commissioners
Agenda Item Summary

13-1149

BOC Meeting Date
 12/18/2013

Requesting Agency

Facilities and Transportation Services Department

Commission Districts Affected

All Districts

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

Request ratification of emergency purchase order – Facilities & Transportation Services Department, Emergency Purchase Order #111513-230 in the amount of \$32,678.98 with Full Circle Restoration & Construction Services, Inc. (Duluth, GA) for mold remediation in the Records Room at the Fulton County Lewis Slaton Courthouse. Effective upon BOC approval.

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 Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

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.)

The Facilities & Transportation Services Department requests ratification of emergency purchase order #111513-230 for the for mold remediation in the Records Room at the Fulton County Lewis Slaton Courthouse.

The emergency situation was spotted during a routine inspection by Facilities and Transportation Services Department technicians in the records room, Suite CB-10 of the Fulton County Lewis Slaton Courthouse in October, 2013. FTS technicians observed signs of mold on the wall. Several racks of real estate record files were blocking the wall along MLK Jr. Drive that may have trapped moist air.

Following the communication between Risk Management and FTS staff, it was determined that professional help was needed due to a lack of sufficient in-house resources and staff to safely clean the heavily mold infested area. The Full Circle Restoration and Construction Services were already doing emergency remediation and restoration in the courthouse and were contacted to provide an estimate for mold remediation services.

Scope of Work of the Full Circle Restoration:

Provide microbial remediation and decontamination, structural drying and dehumidify under negative air pressure, clean and disinfect all surfaces, hygienist pre and post testing. Repair all drywall, install tile in CB 10 and repair into existing tile flooring in CB 8, paint rooms, and install rubber cover-base.

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

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

Return furniture into existing space.

We considered this situation an emergency based on the Fulton County Code of Ordinance Section 102-385, which governs emergency procurements when there is a threat to public health, welfare or safety. This situation was a threat to safety of the employees and citizens in the courthouse area because of potential problems of health due to mold and unhealthy humidity condition.

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Not Applicable

Contractor Type	Contractor Status	Contractor Name	Address	City	State	Zip Code	Contact Name	Contact Phone	Contact Email	Upon Approval	Amount	Percentage	Prime/Contract Value
Prime	Non-M/FBE	Full Circle Restoration & Construction Services, Inc	4325 River Green Parkway	Duluth	GA	30096	Karen	(770) 232-9797			\$32,679.98	100	\$32,679.98

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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value				
Total M/FBE Values				
Total Prime Value				
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
500-520-5200-1410: Capital Improvement, Facilities & Transportation Services, Equipment - \$32,678.98				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Copy of Emergency Request Memo Exhibit 2: Copy of Emergency Purchase Order Exhibit 3: Contractors Performance Report				
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			
David L. Ricks, Director, Facilities & Transportation Services Department, (404) 612-5911				

Continued

Procurement			
Contract Attached:		Previous Contracts:	
Solicitation Number: EPO#111513- 230	Submitting Agency: Facilities & Transportation Services	Staff Contact: Sang Gon Kim	Contact Phone: (404) 612-6127
Description:			
FINANCIAL SUMMARY			
Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:		Amount: 0	%: 0
Previous Adjustments:		Amount:	%:
This Request: \$32,678.98		Amount:	%:
TOTAL: 32,6		Amount:	%:
Grant Information Summary:			
Amount Requested: 0	<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: 500-520-5200-1410, \$32,678.98	Funding Line 2:	Funding Line 3:	Funding Line 4:
KEY CONTRACT TERMS			
Start Date: 11/18/2013	End Date: 11/17/2014		
Cost Adjustment:	Renewal/Extension Terms:		
ROUTING & APPROVALS			
X	Originating Department:	Ricks, David	Date: 11/19/2013
	County Attorney:		Date:
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/9/2013
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/21/2013
	Grants Management:		Date:
X	County Manager:	Ferrell, Dwight	Date: 12/13/2013



INTEROFFICE MEMORANDUM

David L. Ricks, Director
Facilities & Transportation Services Department
Phone: (404) 612-5900
Fax: (404) 730-5897

FORWARDING AND
CONTRACT COMPLIANCE
FULTON COUNTY GA

2013 NOV - 8 AM 11: 06

RECEIVED

TO: Dwight Ferrell, County Manager
THROUGH: Felecia Strong-Whitaker, Interim Director
Purchasing & Contract Compliance
FROM: David L. Ricks
DATE: November 4, 2013
SUBJECT: Emergency Purchase Order for Mold Remediation in the Records
Room at the Fulton County Lewis Slaton Courthouse

REQUESTED ACTION BY MANAGER: We are requesting approval for an emergency purchase order to be issued to Full Circle Restoration & Construction Services, Inc. for mold remediation in the records room located at the Fulton County Lewis Slaton Courthouse in the total amount not to exceed \$32,678.98.

DISCUSSION: The emergency situation was spotted during a routine inspection by Facilities and Transportation Services Department technicians in the records room, Suite CB-10 of the Fulton County Lewis Slaton Courthouse in October, 2013. FTS technicians observed signs of mold on the wall. Several racks of real estate record files were blocking the wall along MLK Jr. Drive that may have trapped moist air.

Following the communication between Risk Management and FTS staff, it was determined that professional help was needed due to a lack of sufficient in-house resources and staff to safely clean the heavily mold infested area. The Full Circle Restoration and Construction Services were already doing emergency remediation and restoration in the courthouse and were contacted to provide an estimate for mold remediation services.

Scope of Work of the Full Circle Restoration:

Provide microbial remediation and decontamination, structural drying and dehumidify under negative air pressure, clean and disinfect all surfaces, hygienist pre and post testing. Repair all drywall, install tile in CB 10 and repair into existing tile flooring in CB 8, paint rooms, and install rubber cover-base. Return furniture into existing space.

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CONCLUSION: We consider this situation an emergency based on the Fulton County Code of Ordinance Section 2-321, which governs emergency procurements when there is a threat to public health, welfare or safety. This situation was a threat to safety of the employees and citizens in the courthouse area because of potential problems of health due to mold and unhealthy humidity condition.

Therefore, we request that this be handled as an emergency request in order to resolve this matter as soon as possible. Funding is available in 100-520-5220-1370 in the total amount of \$32,678.98.

If you need additional information, please contact Sang Gon Kim at (404) 612-6127.

ENCLOSURE: Cost Proposal
Property Loss Report
Manual Requisition #106670

cc: Charles Leonard, CAPA, C Team
Eldridge Morris, Risk Manager

Approved: 
Dwight Ferrell, County Manager

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

PURCHASE ORDER

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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 11151300000000000230
Purchase Order Date:
11/18/13
Delivery Date:

To:

FULL CIRCLE RESTORATION & CONSTRUCTION SERVICES,
 4325 River Green Pkwy

 Duluth, GA 30096
Contact: orlando ojeda

Ship To Address:

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

F.O.B.:


Vendor No.: VS0000039108

Special Instructions:

Line	Commodity Code / Description	Quantity	Unit(s)	Unit Price	Total Amount
1	90960 Maintenance & Repair, Industrial Building Emergency Purchase Order for Mold Remediation in the Records Room at the Fulton County Lewis Slation Courthouse. This purchase order is not to exceed \$32,678.98. any questions, Please CONTACT SANG KIM AT 404-612-6127 WITH ANY QUESTIONS YOU MAY HAVE IN REGARDS TO THIS SERVICE.	0.00		\$ 0.00	\$ 32,678.98

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 	Buyer: Diann Wathington Phone #: 404-612-1100	\$ 32,678.98

Purchase Order Number:
PO 520 11151300000000000230
Purchase Order Date:
11/18/13
Delivery Date:
Vendor No.:
VS0000039108

**FULTON COUNTY PURCHASING DEPARTMENT
 "INSTRUCTIONS AND CONDITIONS"**

- Indicate Purchase Order Number and Vendor Number on all Invoices, Bills of Landing, cases, bundles, and correspondence.
- Include on your Invoice and/or Delivery Ticket, the name of the department to whom delivery goods and/or services is to be made.
- Attach a copy of this Purchase Order to your Invoice to insure proper and timely payment from Fulton County.
- Cash discount terms must be specified on your Invoice.
- Purchase Order, together with the Vendor's written quotation and/or Sealed Bid/Request For Proposal, form a binding agreement based upon the agreed terms between the parties. Delivered orders are issued under terms of the numbered Contract agreement (PC) indicated on the face hereof.
- The Vendor is required to deliver the commodities and/or services exactly and in strict accordance with the order. Substitutions of commodities and/or quantities ordered are strictly and firmly prohibited.
- Vendor's invoice must describe the article and/or services exactly as shown on this order. The Order Number must appear on all Invoices related to this order.
- 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, Buyer or his/her supervisor. Should the vendor receive, from any source, contrary instructions or conditions, the Purchasing Department should be notified immediately. Changes or modifications to the underlying transactions shall be in writing, and from the Purchasing & Land Department.
- Prices shown on this Purchase Order include all delivery costs to the delivery point shown on the order.
- The county is exempt from Georgia State Tax and Federal Excise tax (#58-6001729). Exemption certificates will be issued upon request.
- No changes in conditions, prices, quantities or deliveries will be made without specific authorization in writing (change order) issued by the Purchasing Agent.
- Acceptance of this order shall constitute acceptance of the terms and conditions on the face and previous pages hereof.

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT OTHER SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/1/2012	9/30/2012			
PO Number				PO Date
12SC85065GS				
Department	FACILITIES AND TRANPORTATION SERVICES			
Bid Number				
Service Commodity	Emergency Restoration Services			
Contractor	Full Circle Restoration and Construction Services Inc			

- 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 high quality of services. The work was completed in compliance with the specification and technical requirements. The personnel employed were knowledgeable and qualified in the fields employed.

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

Work was completed in time and meeting the dead lines. The vendor was very receptive to changes and were flexible in their schedule.

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

Comments:

0

1

2

3

4

Always maintained very good communication. Very responsive to telephone and email queries.

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

Comments:

0


1
 2
 3
 4

Satisfied user quality expectations. The work complied with specifications as it refers to environmental issues. Very timely invoicing.

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

0
 1
 2
 3
 4

Comments:
 Contractor's staff were having sufficient and appropriate experience for the work engaged. The contract was managed very effectively from field and office

Overall Performance Rating:	3.6		
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	
David L. Ricks		7/28/2013 11/18/13	