



Fulton County Board of Commissioners
Agenda Item Summary

14-1092

BOC Meeting Date

12-17-14

Requesting Agency

Facilities and Transportation Services

Commission Districts Affected

All Districts

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

Request approval to renew existing contracts – Facilities & Transportation Services Department, Bid #13ITB89842C-DR, Tree Removal Services in the total amount of \$50,000, with (A) Capital Tree Service, LLC, (College Park, GA) in the amount of \$30,000 and (B) White Meadows Tree Service (Sharpsburg, GA) in the amount of \$20,000, to provide tree removal services. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2015 through December 31, 2015

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 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 approval to renew the existing contracts to provide tree removal services.

This contract provides all parts, labor, equipment, transportation and material necessary to perform tree cutting on specified trees, de-climbing chopping/chipping and hauling off the premises for Fulton County facilities on an as needed basis. This contract is utilized for storm related emergencies and/or diseased and dangerous tree removal. This contract provides Fulton County with maximum flexibility to have two sources for tree cutting services.

The County spent \$11,257 in FY2013

(A) Capital Tree Service, LLC

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	13-1047	11/20/13	\$30,000
1st Renewal			\$30,000
Total Revised Amount			\$60,000

Agency Director Approval

Typed Name and Title
 Felicia Strong-Whitaker, Interim Director

Phone
 (404) 612-5800

County Manager's Approval

Signature

Date

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

(B) White Meadows Tree Service

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	13-1047	11/20/13	\$20,000
1st Renewal			\$20,000
Total Revised Amount			\$40,000

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

Contract Value: \$30,000.00
Prime Vendor: **Capital Tree Service, LLC**
Prime Status: ***African American Male Business Enterprise
Non-Certified***
Location: College Park, Georgia
County: Fulton County
Prime Value: \$30,000.00 or 100%
Subcontractor: **None**

Total Contract Value: **\$30,000.00 or 100%**
Total M/FBE Value: **\$30,000.00 or 100%**

(B)

Contract Value: \$20,000.00
Prime Vendor: **White Meadows Tree Service**
Prime Status: ***Non-Minority***
Location: Sharpsburg, Georgia
County: Coweta County
Prime Value: \$20,000.00 or 100%
Subcontractor: **None**

Total Contract Value: **\$20,000.00 or 100%**
Total M/FBE Value: **-0-**

Grand Contract Value: **\$50,000.00 or 100%**
Grand M/FBE Value: **\$30,000.00 or 60%**

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	M/FBE	Capital Tree Service, LLC	4615 Will Lee PL	College Park	GA	30349	Charles Edge	(404) 767-7381			\$30,000.00	100%	\$30,000.00
Prime	Non-M/FBE	White Meadows Tree Service	82 Marion Beavers Road	Sharpsburg	GA	30277	David Meadows	(770) 253-8098			\$20,000.00	100%	\$20,000.00

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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	\$50,000.00 or 100%			
Total M/FBE Values	\$30,000.00 or 60%			
Total Prime Value	\$50,000.00 or 100%			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
100-520-5220-1160: General, Facilities & Transportation Services, Professional Services - \$50,000				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Contractor Performance Reports				
Exhibit 2: Contract Renewal Evaluation Form				
Exhibit 3: Contract Renewal Agreements				
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			
Kun Suwanarpa, Interim Director, Department of General Services/Public Works, (404) 612-7394				

Procurement

Contract Attached: Yes	Previous Contracts: Yes		
Solicitation Number: 13ITB89842C-DR	Submitting Agency: Facilities & Transportation Services Department	Staff Contact: Harry Jordan	Contact Phone: (404) 612-5933

Description: Renew Existing Contracts for Tree Removal Services.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:	\$ 50,000.00	Amount: \$30,000.00	%: 60%
Previous Adjustments:	.	Amount: .	%: .
This Request:	\$ 50,000.00	Amount: .	%: .
TOTAL:	\$100,000.00	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: 100-520-5220-1160: \$50,000- Subject to availability of funding adopted for FY2015 by BOC.	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: 1/1/2015	End Date: 12/31/2015
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS

(Do not edit below this line)

XX	Originating Department:	Suwanarpa, Kun	Date: 10/29/2014
.	County Attorney:	.	Date: .
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/2/2014
XX	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 11/5/2014
.	Grants Management:	.	Date: .
X	County Manager:	O'Connor, Patrick	Date: 12/11/2014

Submit Form

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/1/2014	10/7/2014		1/1/2014	12/31/2014
PO Number				PO Date
				1/1/2014
Department	FACILITIES AND TRANSPORTATION SERVICES			
Bid Number	13ITB89842C-DR			
Service Commodity	Tree Removal Services			
Contractor	Capital tree Services, LLC			Reset

- 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

Vendor provides quality service, always provides reports in a timely manner as requested.

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

Vendor always provides professional tree removal service.

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

Comments:

0
 1
 2
 3
 4

Vendor demonstrates good business ethics always informs Fulton County of any problems that arise at the contracted locations.

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

Comments:

0
 1
 2

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3
 4

Vendor exceeds customer expectation by submitting invoices in a timely manner.

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

0
 1
 2
 3
 4

Comments:
 Vendors personnel are highly qualified and are able to achieve its mission, Charles Edge is always available when needed.

Overall Performance Rating:	4.0		
Would you select/recommend this vendor again? (Check box for Yes. Leave Blank for No)		Rating completed by:	Mark.Wade
<input checked="" type="radio"/> Yes <input type="radio"/> No			
Department Head Name	ALBA MANAGER	Department Head Signature	Date
JERRY WILLIAMS			10/7/2014

Submit Form

Submit Form

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE				
CONTRACTORS PERFORMANCE REPORT PROFESSIONAL SERVICES				
Report Period Start	Report Period End		Contract Period Start	Contract Period End
1/1/2014	12/31/2014		1/1/2014	12/31/2014
PO Number				PO Date
13ITB89842C-DR				1/1/2014
Department	FACILITIES AND TRANSPORTATION SERVICES			
Bid Number	13ITB89842C-DR			
Service Commodity	TREE REMOVAL SERVICES			
Contractor	White Meadow Tree Service, Inc.			Reset

- 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.
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- 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

Vendor always provides excellent personal on every task.

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

vendor always responds in a very timely manner.

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

Comments:

0

1

2

3

4

vendor always notifies Fulton County of any problems.

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

Comments:

0

1

2

Contract Renewal Evaluation Form

Date:	August 6, 2014
Department:	FACILITIES AND TRANSPORTATION SERVICES
Contract Number:	13ITB89842C-DR
Contract Title:	Tree Removal 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.

It was put out for competitive bid process for the lowest responsible bidder. Facilities & Transportation Services Department does not have the capacity to provide this in-house such as; labor, equipment and transportation to perform this large scale service County-wide. Tree removal generally includes bringing the tree down to a stump, chipping or hauling away the small branches and cutting the trunk into small sections. Stump removal requires a separate machine.

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:	September 25, 2013
	Price found:	Click here to enter text.
	Different features / Conditions:	Click here to enter text.
	Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

On line tree removal average rates:

Typical costs:

- Small trees up to about 30-feet high, such as a Black Mulberry, Dogwood or Russian Olive, with clearance of buildings and utility lines cost about **\$125-\$437** to remove.
- Medium-sized trees from 30-60 feet tall including the Black Alder, Black Gum and Crabapple, that are set apart from buildings and utilities run **\$175-\$900**.
- Large trees 60-80 feet high, including Red Oak, Pine and Black Locust, are estimated at **\$400-\$1,000**.
- Trees 80-100 feet tall such as the American Ash, Bur Oak and Sugar Maple can cost anywhere from **\$962-\$1,400+**

Additional costs:

- Stump grinding pulverizes the remaining tree stump into a pile of sawdust and may be priced separately or as part of the estimate. Large stump grinding averages **\$169-\$300** and small stumps are about **\$75**
- To haul away trunk wood from a 30-foot tree removal **\$350**.

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- Arborist consultations can run \$125 per hour.

Market Survey of other jurisdictions:

Date contacted: Also October 2, 2014 & October 21, 2014	September 10, 2014
Jurisdiction Name / Contact name: Telesa Clark, Susan Harris, Jo Hagler, Cindy Stokes	Gwinnett, Cobb, DeKalb & Henry Counties
Date of last purchase:	November 14, 2013
Price paid:	Click here to enter text.
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.
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?	The County is paying a better cost compared to on-line pricing, and prices are comparable with DeKalb County. See below.

Explanation / Notes:

Henry County's tree removal service cost is per job and labor is included in total cost. It's not price separately, so we cannot determined a cost for labor rates for normal hours, after hours, holidays and emergency. Their ruled is that any cost over \$1,000 has to be quoted. See attached pricing for DeKalb County.

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?**

The County spent \$11,257 in FY2013

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:	Click here to enter a date.
Price paid:	\$50,000.00
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?

This contract is utilized for storm related emergencies and/or diseased and dangerous tree removal. Public safety would be gravely impacted

Mark Wade

October 22, 2014

Prepared by

Date

Jerry Williams, Area Manager

Click here to enter a date.

10/23/2014

Department Head

Date

Market Survey

Conducting a market survey for the procurement unit In need of average costs to determine the accurate cost for the following contract

TREE REMOVAL SERVICES

Agency	Stump Grinding Per Linear inch	What is the labor cost for tree removal?				Bucket Truck Hourly Rate
		Regular Hours	After Hours	Weekend/Holidays	Emergency	
Gwinnett County						
City of Atlanta						
DeKalb County	\$5.00	\$40 - \$65			\$55.00	\$85.00
Cobb Board of Education						
Henry County		Cost per job Labor included in total cost				
Paulding County						

Contact:

Agency	Date Contacted	Contact Name & Number	Date of last purchase	Price paid	Comments
Gwinnett County		770-822-8000 Cindy Stokes (left msg)			
Cobb County		Daphne Bailey (seal bid supervisor) 770-528-8400			dlbailey@cobbcounty.org
Henry County	10/21/14	Susan Harris 770-288-6027		\$1,250 avg cost per job	Tree removal is per job and labor is included. Not price separately. Any cost over \$1,000 has to be quoted– Total 3 quotes
Paulding		Left msg with Jo Hagler (770-443-7512)	purchase@paulding.gov		No Cost
DeKalb County	9/10/14, 10/2/14 & 10/21/14	Telesa Clark 404-371-7051	DeKalb County		See attached pricing sheet. Received 10/22/14



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL

DEPARTMENT: Facilities and Transportation Services

BID/RFP# DESCRIPTION: Tree Removal Services

BID/RFP# NUMBER: 13ITB89842C-DR

ORIGINAL APPROVAL DATE: November 20, 2013

RENEWAL PERIOD: FROM: January 1, 2015 **THROUGH** December 31, 2015

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$30,000

COMPANY'S NAME: Capital Tree Service, LLC

ADDRESS: 4615 Will Lee Pl

CITY: College Park

STATE: Georgia

ZIP: 30349

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# 13ITB89842C-DR

(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:** _____

ATTEST:

FULTON COUNTY, GEORGIA

_____ **DATE:** _____
JOHN H. EAVES, CHAIRMAN
BOARD OF COMMISSIONERS

_____ **DATE:** _____
MARK MASSEY
CLERK TO THE COMMISSION

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

Please indicate if the following are provided:

- BOC Chairperson's signature required on renewals \$ 50,000.00 or more or any Bid/RFP previously approved by the Board of Commissioners of Fulton County.*
- A copy of the current Certificate of Insurance must be attached to all renewals.*
- Current Performance and Payment Bonds attached (If required)*
- Minimum of four (4) signature pages required.*



Fulton County, GA

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

CONTRACT RENEWAL

DEPARTMENT: Facilities and Transportation Services

BID/RFP# DESCRIPTION: Tree Removal Services

BID/RFP# NUMBER: 13ITB89842C-DR

ORIGINAL APPROVAL DATE: November 20, 2013

RENEWAL PERIOD: FROM: January 1, 2015 **THROUGH** December 31, 2015

RENEWAL OPTION #: 1 OF 2

NUMBER OF RENEWAL OPTIONS: 2

RENEWAL AMOUNT: \$20,000

COMPANY'S NAME: White Meadows Tree Service, Inc.

ADDRESS: 82 Marion Beavers Road

CITY: Sharpsburg

STATE: Georgia

ZIP: 30277

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# 13ITB89842C-DR
(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:** _____

ATTEST:

FULTON COUNTY, GEORGIA

_____ **DATE:** _____
JOHN H. EAVES, CHAIRMAN
BOARD OF COMMISSIONERS

_____ **DATE:** _____
MARK MASSEY
CLERK TO THE COMMISSION

DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:

DEPARTMENT HEAD: _____ (Print)

DEPARTMENT HEAD SIGNATURE: _____ **DATE** _____

Please indicate if the following are provided:

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