



Fulton County, GA

# Department of Purchasing & Contract Compliance

August 25, 2015

Re: **#15RFP98638K-JD – Comprehensive Operation and Preventive and Predictive Maintenance Services for the Fulton County Jail**

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **#15RFP98638K-JD – Comprehensive Operation and Preventive and Predictive Maintenance Services for the Fulton County Jail**.

Except as provided herein, all terms and conditions in the **#15RFP98638K-JD – Comprehensive Operation and Preventive and Predictive Maintenance Services for the Fulton County Jail** referenced above remain unchanged and in full force and effect.

Sincerely,

*Joyce Daniel*

Joyce Daniel, CPPB  
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



**#15RFP98638K-JD – Comprehensive Operation and Preventive and Predictive Maintenance Services for the Fulton County Jail  
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This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

**Exhibit 1: Request for Proposal (RFP) Submittal Checklist is revised per Attachment A.**

**Response to Questions:**

Facilities. Please provide a breakdown of facilities by Name, Square Footage, Type, Beds, and Location. Please provide any warehouses that are utilized on this contract.

**Refer to Section 11 – Exhibits – Exhibit 6-Facilities Included in the Scope of RFP**

Is Parking provided for Contractor employees? Subcontractor employees?

**Parking for both is available and very limited. Parking is readily available to Fulton County staff and the general public on a first come basis.**

How many elevators/escalators are there in each facility and what Manufacturer/Model/Load/Type?

**Only the main jail has elevators. There are three (3) hydraulic and six (6) traction elevators. Manufacturers are Otis and Thyssen-Krupp.**

Please provide a list of all fire alarm and fire suppression devices including panels, horns and strobes.

**The facility is code compliant.**

Will the County allow for an additional site tour for our major subcontractors for specialty equipment?

**No.**

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Please provide detail on the Jail's Recycling Program. Is the facility currently taking advantage of a "single stream" recycling program?

**Recycling is limited to fluorescent light bulbs and any other recyclable material used by the maintenance operation.**

What size recycling and trash compactors have been used on site?

**N/A**

Is Pest Control a part of the Scope of Work? If so, please provide detail.

**No**

Please provide the Minimum Licensing requirements for each Key Personnel. Please identify if there are any Master Licenses required.

**Requirements are found in the solicitation document of the RFP in Section 3 Proposal Requirements, 3.6 Technical Proposal Format and Content, Section 3-Project Team Qualifications/Qualifications of Key Personnel. Also, refer to Section 11, Exhibits – Exhibit 1- Request for Proposal (RFP) Submittal Checklist – as revised in this addendum as Attachment A that states all required proposal submittal information to be provided with the proposer's submittal.**

Are any of the facility operation and maintenance positions unionized? If so, please identify the unions and provide a copy of the CBA.

**Fulton County does not acknowledge, nor is bound by, any CBA's that may be in place for contractor personnel.**

Reference Section 3, Key Personnel

The RFP states to provide Resumes for all Key Personnel, including Facility Maintenance Manager, Chief Engineer, HVAC Mechanics, Electronics Technicians and Plumbers.

Question: The County requires that resumes for key personnel include supervisor's names and telephone numbers. Many of the potential key personnel we have interviewed have expressed reluctance or refused to provide this information in their resumes for fear of jeopardizing current employment.

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Question: Will the County drop this requirement until after contract award when resumes are submitted for approval? In addition, due to the limited response time for this solicitation, will the County allow Position Descriptions vs. Resumes for all employees other than the FMM and CE?

**Regarding both questions, all requirements as stated in Section 3 – Project Team Qualifications/Qualifications of Key Personnel are required for this solicitation. Information not provided as requested may deem your proposal submission “Non-responsive”. No requirements will be dropped and no resumes will be accepted after the proposal due date.**

**The FMM, Chief Engineer, and the CMMS Administrator are the principal resumes that shall be provided prior to contract award. Refer to the RFP Checklist (Exhibit 1) for the Required Licenses and Certifications. If these are not submitted as required your proposal may be deemed “Non-responsive”.**

Please provide the names of the companies providing in-scope subcontract services on the current contract.

**This information can be requested in an Open-Records request. Go to [www.fultoncountyga.gov](http://www.fultoncountyga.gov), Bid Opportunities, Open Records Request.**

Please provide a historical list of Service Requests/Work Orders over the past two years.

**Approximately 1000-1200 Corrective Maintenance work orders are received per month approximately 400 Preventive Maintenance work orders are scheduled each month.**

Please provide a historical list of PMs over the past two years.

**Approximately 400 Preventive Maintenance work orders are scheduled each month.**

Which version of Maximo is currently being used?

**Version 6.5**

Ref. 3.3.9.2.2 Calls that originate between 5PM and 7 AM must be routed to a specific telephone station which will be manned by suitable technical personnel.

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Question: How are calls currently routed? Does the current provider utilize Security for this purpose?

**Calls are routed to a cell phone in the possession of the maintenance shift supervisor. No, security is not involved.**

Will the County extend the deadline for Proposals at least 2 weeks following the date answers to questions are released?

**No**

Who is the incumbent provider?

**Johnson Controls, Inc.**

What is the current Contract Value?

**\$5,103,744**

Section 3.3.6, Contractor Qualifications, RFP page 3-8, states that the proposing company (FMC) "must have seven (7) consecutive years of facility maintenance experience, five (5) of which must be in a correctional facility of a size comparable to the Fulton County Jail." Will Fulton County consider waiving the corrections experience requirement for companies that possess over 7 years of institutional facility maintenance experience but not the required experience in correctional facilities?

**No. Proposers are to submit all required information as stated in the solicitation document, Section 3, Proposal Requirements, 3.3 Scope of Work. All information provided by the proposer will be evaluated as stated in Section 4, Evaluation Criteria, 4.1 Proposal Evaluation – Selection Criteria.**

What is current annual contract value?

**\$5,103,744**

Please provide average volume of trash and recycling per month. If not available, please provide container size and estimated number of pickups per month.

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**The FMC is only responsible for disposal of trash directly related to the facility maintenance operation and the recycling of maintenance related equipment (i.e. light bulbs)**

Is there any data available about the current roof condition?

**An assessment of the roofs has not been performed within the last 5 years.**

What is the current age of the roof?

**The main jail roof housing tower roofs are 13 years old. The low-rise building of the main jail is less than 1 year old. The roofs on the other jail campus facilities range in age from 10 years to 24 years**

Please provide a copy of the latest fire alarm and fire suppression system testing and certification. In order to provide Fulton County with accurate costs, this documentation should include the number of panels, devices, risers, and extinguishers.

**The facility meets current code requirements. Based on the experience requirement listed in Section 3 Proposal Requirements, Section 3.3 Scope of Work, Section 3.3.6 Contractor Qualifications, Section 3.3.6.1, along with the square footages listed in Exhibit 6 – Facilities Included in the Scope of RFP, proposer has requisite information to develop a cost estimate for this work.**

Section 3.3.3 states Fulton County Public Works/General Services Department is responsible for utilities. Please confirm that the Facility Maintenance Contractor is not responsible for the cost of fuel, e.g. diesel fuel for generators, propane, etc.

**FMC is not responsible for the cost of diesel and/or propane.**

Is pest control to be provided by the Facility Maintenance Contractor?

**No.**

What is the size of the grease trap?

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**The jail's kitchen prepares approximately 7,500 meals per day. Based upon the experience requirement listed in Section 3 Proposal Requirements, Section 3.3 Scope of Work, Section 3.3.6 Contractor Qualifications, Section 3.3.6.1 of the RFP, the successful proposer should be able to determine the extent of grease trap maintenance and disposal amounts.**

How much grease is disposed every two weeks, on average, over the past year?

**The jail's kitchen prepares approximately 7,500 meals per day. Based upon the experience requirement listed in Section 3 Proposal Requirements, Section 3.3 Scope of Work, Section 3.3.6 Contractor Qualifications, Section 3.3.6.1 of the RFP, the successful proposer should be able to determine the extent of grease trap maintenance and disposal amounts.**

Is the cost of the CMMS (Maximo) borne by Fulton County Public Works/General Services Department?

**The cost of off-site/web-based hosting of the CMMS is borne by Fulton County.**

Does the Fulton County Public Works/General Services Department provide administration of the CMMS?

**No. The solicitation document clearly states in Section 3 Proposal Requirements, Section 3.3 Scope of Work, 3.3.10 Computerized Maintenance Management, 3.3.10.5 that the "FMC must assign one administrative staff member as the CMMS Administrator."**

How many \$5,000-and-over repairs have been performed in the past two years?

**This information is not available. All \$5,000+ repairs are billable to Fulton County per the solicitation document.**

Please provide historical data regarding the type and frequency of \$5,000-and-over repairs for the past two years.

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**This information is not available. All \$5,000+ repairs are billable to Fulton County per the solicitation.**

Please provide historical data regarding repair work orders from the Maximo CMMS for the past two years.

**The jail maintenance operation receives between 1,000 and 1,200 corrective work orders per month along with 400-500 preventive maintenance work orders per month.**

What is the approximate square footage of carpet for which the FMC is responsible?

**FMC is responsible for carpet repair, not replacement.**

When was the last time the carpet was replaced?

**Only 300 square feet of carpet has been replaced in the last 9 years.**

When was the last eddy current test performed on the chillers?

**Eddy current testing has not been performed since the installation of the chillers in 2010.**

If the existing company is not chosen will there be a transition period between the new company and existing company?

**Yes.**

What if any existing materials, parts or equipment will be turn over to the new company?

**None.**

Is it possible to review an updated Maximo log of past performance documents? If so can it be issued as part of an addendum?

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**The maintenance operations receive 1000-1200 corrective work requests per month and the current CMMS generates 400-500 preventive maintenance work orders per month. These work orders include, but are not limited to, the following trade crafts: HVAC, electrical, locksmith services, security electronics, and plumbing.**

What is the average number of personnel used per shift over past 90 days?

**This information is not available.**

Can any portion of the proposal be submitted electronically?

**No.**

Is there a list of equipment installation dates for major building equipment?

**No.**

Who is the lock manufactures for the security locking devises?

**Willo Products, Inc. and RR Brinks.**

Is key cutting equipment available to the contractor for use?

**No.**

When were the major renovations completed to the building equipment?

**2010.**

Does the county have any equipment or tools that will be utilized by the contractor?

**No.**

Section 3.3.6, Contractor Qualifications, RFP page 3-8, states that the proposing company (FMC) "must have seven (7) consecutive years of facility maintenance experience, five (5) of which must be in a correctional facility of a size comparable to the Fulton County Jail." Will Fulton County consider waiving the corrections experience requirement for companies that possess over 7 years of institutional

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facility maintenance experience but not the required experience in correctional facilities?

**No. This is a major evaluation criterion.**

What is current annual contract value?

**\$5,103,744**

How much work above and beyond the base contract has been billed by the current provider in last 12 months? 24 Months?

**This information can be requested in an Open-Records request. Go to [www.fultoncountyga.gov](http://www.fultoncountyga.gov), Bid Opportunities, Open Records Request.**

Are the maintainable assets populated in Maximo, and are proper schedules and tasks assigned to each asset?

**Yes.**

Are all the assets tagged properly or do you wish for provider to assume this cost?

**Yes.**

Who is responsible for existing conditions and will provider be able to review existing conditions and identify repairs that are needed below 5000, 5000 to 10000?

**Fulton County is responsible for pre-existing conditions. Yes, the provider will be able to review pre-existing conditions within the first 30 days of the contract.**

Has a deferred maintenance /facilities condition assessment been conducted recently?

**No.**

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Please provide a list of current employee wages, medical benefit selections and costs, and current benefit programs and employee contribution costs?

**This is the proprietary information of the current service provider and is not provided to Fulton County.**

Please confirm that the new service provider will be responsible for all costs and procurement process associated with third-party contracts, and that this is part of base contract and not a pass-through cost?

**All subcontracting costs associated with the terms and conditions of the base contract will be the responsibility of the awarded proposer.**

Please provide a list of current subcontracts, terms and costs that are in place for all subcontracts that the new provider will be responsible for?

**This is the proprietary information of the current service provider and is not provided to Fulton County.**

What is the top three concerns you have regarding facility operations?

**Responsiveness, minimized facility downtime, effective communication**

What are top three goals that the county would like to see implemented at the Fulton County Jail Facility Operation?

**See Section 1, Introduction, 1.4 County Objectives**

In analyzing RFP vendor requirements, the RFP states that providers must have experience managing projects with the same size and scope as FCJ. GCA Services Group is a national company (\$1 billion in revenue and 40,000 employees) that provides services you are seeking in the FCJ RFP process. Our experience is deep in commercial and education sites, but limited in the justice sector.

Because we are highly experienced in providing services similar in size (some GCA accounts are in the 10s of millions of square feet) and scope (all the services

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identified in your RFP) as FCJ, we want to ask if Fulton County would consider waiving the corrections experience and awarding your contract (if we meet all other requirements, including cost) to a company with great depth of experience in facilities but limited experience in corrections?

**No. Proposers are to submit all required information as stated in Section 3, Proposal Requirements, 3.3 Scope of Work and Section 3.6 Technical Proposal Format and Content, Section 3 - Project Team Qualifications/Qualifications of Key Personnel, Relevant Experience of the solicitation document. All information provided by the proposer will be evaluated as stated in Section 4, Evaluation Criteria, 4.1 Proposal Evaluation – Selection Criteria.**

**ACKNOWLEDGEMENT OF ADDENDUM NO. 2**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **Monday, August 31, 2015, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**ATTACHMENT A**

**Revised RFP Checklist**



**Request to Proposal (RFP) Submittal Check List for**

**#15RFP98638K-JD-Comprehensive Operation and Preventive and Predictive Maintenance Services for the Fulton County Jail**

***The following submittals shall be completed and submitted with each proposal (see table below “Required Proposal Submittal Check List.”). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.***

*Submit one (1) Original proposal and five (5) CD’s as required in Section 3.1.2 of the RFP.*

Item #	Required Proposal Submittal Check List	Check (√)
1	One (1) Proposal marked “ <b>Original</b> ”, five (5) CD’s	
2	*Form E: Georgia Security and Immigration Contractor Affidavit(s) and Agreements <i>Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</i>	
3	*Form F: Georgia Security and Immigration Subcontractor Affidavit (s)	
4	Technical Proposal	
5	Cost Proposal (submitted in a separate sealed envelope)	
6	Financial Information (submitted in a separate sealed envelope)	
7	Acknowledgement of each Addendum	
8	Executive Summary Project Plan Project Team Qualifications/Qualifications of Key Personnel Availability of Key Personnel Local Preference Service Disabled Veterans Preference Past Performance Proposer Financial Information Disclosure Form and Questionnaire	
9	Purchasing Forms Form A: Certificate Regarding Debarment Form B: Non-Collusion Affidavit of Bidder/Offer or Form C: Certificate of Acceptance of Request Proposal requirements Form D: Disclosure Form & Questionnaire Form G: Professional License Form H: Local Preference Affidavit of Bidder/Offeror Form I: Service Disabled Veterans Form	
10	Evidence of Insurability, proposer must submit one (1) of the following: Letter from insurance carrier Certificate of Insurance An umbrella policy in excess of required limits for this project	
11	Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out for each <b>Applicable</b>	

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12	Verify Georgia Utility License Number and attach a copy of print out for each Bidder/Proposer <b>Not Applicable</b>	
13	Verify Professional License and attach a copy of the print out for each Bidder/Proposer Required Licenses and Certifications HVAC License Plumbers State of Georgia License Electricians State of Georgia License Fire Protection NICET – Level 2 Certification <b>Applicable</b>	
14	Proposal Bond provided in a separate sealed envelope <b>Applicable</b>	