

To: Steve Rapson

Through: Ted L. Burgess *TB*

From: Natasha M. Duggan *ND*

Date: April 20, 2021

Subject: Contract 1944-A: Field Operations Cleaning

The Purchasing Department issued Request for Quotes #1944-A: to secure a contractor to clean the Field Operations building at 444 Dividend Dr., Peachtree City, GA. Notice of the opportunity was emailed to 63 companies. Another 2,884 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #91039 (Janitorial and Custodial Services). The offer was also advertised through Georgia Local Government Access Marketplace and on the Fayette County website.

Six (6) Companies submitted quotes. (Attachment 1).

The Water System recommends awarding to Myricks Cleaning Services. A Contractor Performance Evaluation for services provided at Lake McIntosh is attached. (Attachment 2)

Specifics of the proposed contract are as follows:

Contract Name	#1944-A: Field Operations Cleaning
Contractor	Myricks Cleaning Services
Type of Contract	Annual
Initial Term Ends	6/30/2022
Contract Amount	\$0.03 per sq. ft./\$79.50 per cleaning/\$159.00 per week \$9,699.00 (FY21 \$1,431, FY22 \$8,268)

Budget:

	FY21	FY22*	Total
Org Code	50544020	50544020	Field Operations
Object	522112	522112	Janitorial Services
Per Week Cost	\$159.00	\$159.00	
No. of Weeks	9 wks.	52 wks.	
Contract Amount	\$1,431.00	\$8,268.00	\$9,699.00
Available FY21	\$1,590.00		
Requested FY22*		\$8,270.00	<i>Verified</i>

Approved by: * *[Signature]*

Date: 4/20/2021

*Note: Approval is conditional upon funds being budgeted and approved in Fiscal Year 2022 budget.

Tally Sheet

1944-A: Field Operations Cleaning

	Square Feet	Price per Sq. Ft.	Price per Cleaning	Price Per Week
Dmack	2,650	\$ 0.46	\$ 1,219.00	\$ 2,438.00
Southeastern Solutions	2,650	\$ 0.15	\$ 397.50	\$ 795.00
Sanitize My Empire LLC	2,650	\$ 0.14	\$ 376.30	\$ 752.60
Lemon Scent Cleaning Services LLC	2,650	\$ 0.11	\$ 291.50	\$ 583.00
Lamogo services	2,650	\$ 0.10	\$ 265.00	\$ 530.00
Myricks Cleaning	2,650	\$ 0.03	\$ 79.50	\$ 159.00

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

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1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION	COMPLETE ALL APPLICABLE INFORMATION
Company Name: Myricks Cleaning Services	Contract Number: 1616-A
Mailing Address: 605 Waterview Dr., Suite A	Contract Description or Title: Lake McIntosh Cleaning
City, St, Zip Code: Riverdale, GA 30274	Contract Term (Dates) From: 12/2/2020 - Present
Phone Number: 404-310-9017	Task Order Number: n/a
Cell Number: n/a	Other Reference: for award of contract 1944-A Field Operations Cleaning
E-Mail Address: sonya@myrickscleaningservices.com	

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

Criteria (includes change orders / amendments)	Out-standing	Exc	Sat	Un-Sat	Not Apply
1. Work or other deliverables performed on schedule		X			
2. Condition of delivered products		X			
3. Quality of work		X			
4. Adherence to specifications or scope of work		X			
5. Timely, appropriate, & satisfactory problem or complaint resolution		X			
6. Timeliness and accuracy of invoicing		X			
7. Working relationship / interfacing with county staff and citizens		X			
8. Service Call (On-Call) response time					X
9. Adherence to contract budget and schedule		X			
10. Other (specify):					X
11. Overall evaluation of contractor performance		X			

EVALUATED BY

Signature: <i>JAMES H MULLEN JR</i>	Date of Evaluation: 4/12/2021
Print Name: JAMES MULLEN	Department/Division: WATER SYS/MAINTENANCE
Title: MAINTENANCE MANAGER	Telephone No: 770-320-6085

	CONTRACTOR PERFORMANCE EVALUATION Explanation of Outstanding or Unsatisfactory Ratings	Page 2
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Company Name:	Contract Number:
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	EXPLANATIONS / COMMENTS
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| | 1. Do not submit page 2 without page 1.
2. Use this page to explain evaluations of <i>Outstanding</i> or <i>Unsatisfactory</i> .
3. Be specific (include paragraph and page numbers referenced in the applicable contract, etc.). Continue on separate sheet if needed (show company name and contract number or other reference) |
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Purchasing Department Comments (e.g. did the vendor honor all offers; submit insurance, bonds & other documents in a timely manner; and provide additional information as requested?):
