

To: Steve Rapson

Through: Ted L. Burgess *LB*

From: Natasha M. Duggan *ND*

Date: May 26, 2021

Subject: Contract 1926-A: Field Operations Bathroom Remodel

The Purchasing Department issued Request for Quotes #1926-A to secure a contractor to remodel and make layout modifications to the bathrooms at Field Operations. Notice of the opportunity was emailed to 100 companies. Another 2,047 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #91052 (Maintenance and Repair Services), #91065 (Remodeling and Alteration Services), #91484 (Trade Services, Construction), and #91054 (Painting, Maintenance and Repair Services). The offer was also advertised through Georgia Local Government Access Marketplace and the Fayette County website.

Three (3) Companies submitted quotes. (Attachment 1).

The Water System recommends awarding to the lowest responsive responder B E. Guthrie Construction Co., Inc. A Contractor Performance Evaluation for previous work is attached. (Attachment 2)

Specifics of the proposed contract are as follows:

<b>Contract Name</b>	#1926-A: Field Operations Bathroom Remodel	
<b>Contractor</b>	B E. Guthrie Construction Co., Inc.	
<b>Contract Amount</b>	\$44,814.00	
<b>Budget:</b>		
Fund	<b>507</b>	<b>Water CIP</b>
Org Code	507	Water CIP
Object	117616	
Project	9WPMS	Water Plant Maintenance & Storage Improvements to Distribution
Available	\$95,191.23	As of 5/26/2021

Approved by: 

Date: 5/27/21

**RFQ 1926-A Field Operations Bathroom Remodel  
Tally Sheet**

<b>Vendor</b>	<b>Quote</b>	<b>Allowance</b>	<b>Total Quote</b>
McWright LLC	\$ 52,750.00	\$ 5,000.00	\$ 57,750.00
Riley Contracting, Inc.	\$ 44,000.00	\$ 5,000.00	\$ 49,000.00
B.E. Guthrie Construction Co., Inc.	\$ 39,814.00	\$ 5,000.00	\$ 44,814.00

# FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

Page 1

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: B. E. Guthrie Construction Co., Inc.	Contract Number: 1853-A
Mailing Address: 2490 Columbia Drive	Contract Description or Title: Masonry Repairs – Stonewall Complex
City, St, Zip Code: Decatur, GA 30034	Contract Term (Dates) From: 10/2/2020-2/2/2021
Phone Number: 404-286-2277	Task Order Number: n/a
Cell Number: 404-473-9508	Other Reference: for award of Contract 1926-A Field Operations Bathroom Remodel
E-Mail Address: <a href="mailto:beguthrie@bellsouth.net">beguthrie@bellsouth.net</a>	

## 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.

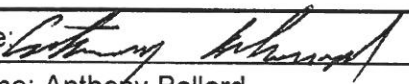
**SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.

**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		NA			
9. Adherence to contract budget and schedule		X			
10. Other (specify):					
11. Overall evaluation of contractor performance		X			

## EVALUATED BY

Signature: 	Date of Evaluation: 5/27/2021
Print Name: Anthony Ballard	Department/Division: Building & Grounds Maintenance
Title: Assistant Director Building Maintenance	Telephone No: 770-320-6000

## Page 2

Contract Number:

1. Do not submit page 2 without page 1.
2. Use this page to explain evaluations of *Outstanding* or *Unsatisfactory*.
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)

**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?):

[illegible]



## Natasha Duggan

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**From:** Anthony Ballard  
**Sent:** Wednesday, May 26, 2021 4:12 PM  
**To:** Natasha Duggan  
**Subject:** RE: Guthrie Evaluation

They were ok but I had to make contact with them, verses them letting me know when they were coming out. They just need to communicate better, but they did a good job.

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**From:** Natasha Duggan  
**Sent:** Wednesday, May 26, 2021 2:25 PM  
**To:** Anthony Ballard <aballard@fayettecountyga.gov>  
**Subject:** RE: Guthrie Evaluation

Thanks Anthony. Can you provide some insight on the Un-Sat for Working Relationship? Thank you.

Respectfully,

*Natasha M. Duggan*

Contract Administrator  
Fayette County Purchasing  
140 Stonewall Avenue West, Suite 204  
Fayetteville, GA 30214  
Phone 770-305-5150  
Fax 770-719-5534  
[nduggan@fayettecountyga.gov](mailto:nduggan@fayettecountyga.gov)

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**From:** Anthony Ballard  
**Sent:** Wednesday, May 26, 2021 2:10 PM  
**To:** Natasha Duggan <[nduggan@fayettecountyga.gov](mailto:nduggan@fayettecountyga.gov)>  
**Subject:** Guthrie Evaluation

Hi Natasha

Evaluation for Guthrie Construction.