

To: Steve Rapson

Through: Ted L. Burgess 

From: Natasha M. Duggan 

Date: August 23, 2022

Subject: Contract #2153-A: Fire Station 7 HVAC Replacement

The Purchasing Department issued Request for Quotes #2153-A to secure a contractor to replace the HVAC at Fire Station 7. Notice of the opportunity was emailed to 71 companies. Another 397 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #91017 (Energy Computerized Control System, HVAC, Lighting, Utilities, Installation, Maintenance and Repair Services). The offer was also advertised through Georgia Local Government Access Marketplace and the County's website.

Three (3) responsive companies submitted quotes (Attachment 1).

Fire Services recommends awarding to Comfort By Design, DBA AComfort. A Contractor Performance Evaluation is attached (Attachment 2).

Specifics of the proposed contract are as follows:

Contract Name	#2153-A: Fire Station 7 HVAC Replacement	
Contractor	Comfort By Design, DBA AComfort	
Contract Amount	\$7,883.98	
Budget:		
Org Code	27030550	Fire Services
Object	522235	Building Maintenance
Project	n/a	
Available	\$43,100.50	As of 8/23/2022

Approved by: 

Date: 8/24/22

Place on County Administrator's Report? Yes ☒ No

On Agenda Dated: _____

**#2153-A: Fire Station 7 HVAC Replacement
Tally Sheet**

	Rogers Mechanical Contractor	CR Mechanical Services	Comfort by Design, DBA AComfort
Remove & replace HVAC System	\$ 16,961.50	\$ 10,777.00	\$ 7,883.98

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: Comfort By Design, DBA AComfort	Contract Number: 1997-A
Mailing Address: 410 O'Dell Road	Contract Description or Title: ST1 HVAC Replacement
City, St, Zip Code: Griffin, GA 30224	Contract Term (Dates) From: October 2021
Phone Number: 678-688-7378	Task Order Number: n/a
Cell Number: N/A	Other Reference: for award of Contract 2153-A
E-Mail Address: rwagener@acomfortbydesign.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: 	Date of Evaluation: 08/23/22
Print Name: Michael Pollard	Department/Division: Fire/EMS
Title: Assistant Chief	Telephone No: 770-3055492

