

To: Steve Rapson

Through: Ted L. Burgess 

From: Natasha M. Duggan 

Date: March 20, 2022

**Subject: Contract #2222-P: Outdoor Siren Maintenance**

On June 27, 2023, the County issued Contract 2123-P for the annual maintenance of the Whelen outdoor warning sirens. On January 25, 2023, the contract was cancelled for cause.

The Purchasing Department issued Request for Proposal #2222-P to replace Contract 2123-P. Notice of the opportunity was emailed to 4 companies. Another 42 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code #93627 (Emergency Warning Systems). The offer was also advertised through Georgia Local Government Access Marketplace, Channel 23, the Fayette County News, and the County website.

Two companies submitted proposals. The evaluation committee, composed of staff from Fire & EMS and the 911 Center evaluated and scored the Technical Merit of the proposals using the criteria specified in the RFP. The criteria included (1) project understanding & the proposed solution, (2) project team, (3) organization's background & experience, and (4) proposed schedule. Prices were then scored and added to the Technical Merit scores (Attachment 1).

As a result of the evaluation process, the evaluation committee recommends award of the contract to Metropolitan Communications. A Contractor Performance Evaluation is attached for previous work on the outdoor siren system (Attachment 2).

Specifics of the proposed contract are as follows:

<b>Contract Name</b>	#2222-P: Outdoor Siren Maintenance	
<b>Contractor</b>	Metropolitan Communications	
<b>Contract Amount</b>	\$12,500.00	
<b>Budget:</b>		
Org Code	10030930	Emergency Management
Object	522230	Repair & Maintenance Services
Available Budget	\$34,420.00	As of 3/20/2023

Approved by: \_\_\_\_\_  \_\_\_\_\_ Date: 3/23/23

Place on County Administrator's Report? Yes ☐ No ☒

On Agenda Dated: \_\_\_\_\_

**PROPOSAL 2222-P: Outdoor Siren Maintenance**  
**EVALUATION SCORING SHEET**  
**Summary**

Responder Name:		<b>MAX POINTS</b>	HQE Systems, Inc.	Metropolitan Communications
TECHNICAL MERIT:				
1	Project Understanding & the Proposed Solution	<b>30</b>	25.0	22.5
2	Project Team	<b>15</b>	11.5	10.0
3	Organization's Background & Experience	<b>15</b>	12.5	13.5
4	Proposed Schedule	<b>10</b>	6.5	10.0

**Total Points - Technical Merit**

<b>70</b>	<b>55.5</b>	<b>56.0</b>
-----------	-------------	-------------

**Proposed Price**

\$ 21,899.69 \$ 12,500.00

<b>Technical Score</b>	<b>70</b>	<b>55.5</b>	<b>56.0</b>
<b>Price Score</b>	<b>30</b>	<b>7.4</b>	<b>30.0</b>
<b>Total Score</b>		<b>62.9</b>	<b>86.0</b>



<b>FAYETTE COUNTY, GEORGIA</b> <b>CONTRACTOR PERFORMANCE EVALUATION</b>		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.					
<b>VENDOR INFORMATION</b>		<b>COMPLETE ALL APPLICABLE INFORMATION</b>			
Company Name: Metropolitan Communications		Contract Number: 2008-a			
Mailing Address: 103 Commercial Avenue		Contract Description or Title: Outdoor Warning Siren System Repairs			
City, St, Zip Code: Carrollton, GA 30117		Contract Term (Dates) From: October 2021 – March 2022			
Phone Number: 770-834-7704		Task Order Number: n/a			
Cell Number: N/A		Other Reference:			
E-Mail Address: <a href="mailto:j.lones@metrocomms.net">j.lones@metrocomms.net</a>					
<b>DEFINITIONS</b>					
<b>OUTSTANDING</b> – 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.					
<b>EXCELLENT (Exc)</b> - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.					
<b>SATISFACTORY (Sat)</b> - Vendor met minimum contractual requirements or performance expectations of the products/services.					
<b>UNSATISFACTORY (UnSat)</b> - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements					
<b>EVALUATIONS (Place "X" in appropriate box for each criterion.)</b>					
<b>Criteria</b> (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			
<b>EVALUATED BY</b>					
Signature: <u>Brian P. Davis</u>	Date of Evaluation: <u>3-20-2023</u>				
Print Name: <u>Brian P. Davis</u>	Department/Division: <u>EMA</u>				
Title: <u>EMA Director</u>	Telephone No: <u>(770) 305-5172</u>				

