

MA 520 - 0008



GENERAL SERVICES DEPARTMENT

141 Pryor Street, S.W., Suite G-119

Atlanta, Georgia 30303

Telephone (404) 612-5900 Fax (404)730-5897

INTER OFFICE MEMORANDUM

Stephanie M. Yearby, Interim Director

TO: Felicia Strong-Whitaker, Acting Director
Department of Purchasing and Contract Compliance

FROM: Stephanie M. Yearby, Interim Director 
General Services Department

DATE: March 4, 2009

SUBJECT: Interior Plant Maintenance
Quote # 09CR66187YC, 09CR66188YC & 09CR66189YC

RECOMMENDATION: The General Services Department requests approval of the lowest responsible and responsive bidder for Interior Plant Maintenance submitted by Total Plant & Floral in response to Request for Quote # 09CR66187YC for a total amount not to exceed \$21,000 from date of issuance of the notice to proceed for twelve (12) consecutive months.

DISCUSSION: Total Plant and Floral submitted the only response to RFQ 09CR66187YC.

General Services request a **Master Agreement** be established in an amount not to exceed \$21,000.00.

If you require additional information, contact Denise Taylor at 404-612-5522.

SY/AS/dt

ATTACHMENT: RFQ #: 09CR66187YC
Purchasing Tabulation Sheet



TO: DENISE TAYLOR, GENERAL SERVICES

FROM: CYNTHIA RICHARDSON, PURCHASING

**SUBJECT: 09CR66187YC, 09CR66188YC, 09CR66189YC
INTERIOR PLANT MAINTENANCE**

DATE: FEBRUARY 25, 2009

Attached are the copies for the written quote package and tabulation sheet for the above mentioned quote. A suspense date of **03/2/2009** has been established for you to make a recommendation to us. Please review quotes carefully and forward to us your recommendation by the suspense date. Failure to make a written recommendation by the suspense date will constitute acceptance of our recommendation and will result in us processing your requisition to the lowest responsible vendor.

VENDOR SELECTION: It is incumbent on the department to carefully review the quotes to ensure that the lowest responsible vendor is awarded the contract. After selection is made, you must forward a memo to the Purchasing Department for further processing. **Copies of the quotes furnished to you are for your records.**

The memo recommending the vendor you have selected must be signed by the Department Head and must identify the vendor as well as the name(s), address(es), amount(s) and scope of work. The successful vendor will be selected on the basis of compliance with the specification and their ability to fulfill the terms and conditions of the Request for Quotation.

If you have any questions about the quotes, you must contact Cynthia Richardson at 404-730-6959 directly so that any inquires may be answered. The departments have the right to do the following to ensure that the lowest responsible vendor is selected: 1) request site visits through the Purchasing Department; 2) request samples; 3) inspect work products; and 4) take any additional measures to ensure that the quoter has the ability to perform.

QUOTE TABULATION: IF THE QUOTE OF YOUR RECOMMENDED VENDOR IS NOT THE LOWEST TABULATED QUOTE, YOU MUST GIVE A DETAILED STATEMENT AS TO WHY EACH LOWER-PRICED QUOTE WAS NOT SELECTED. IF THE LOWER QUOTE(S) DID NOT MEET SPECIFICATIONS, YOU MUST DETAIL WHY SPECIFICATIONS WERE NOT MET.

JUSTIFICATION FOR NOT ACCEPTING THE LOWEST QUOTE IS REQUIRED BY THE PURCHASING AGENT LAW (CHAPTER 32-1, SECTION 32-109, ACTS 1941, PAGE 408, AND BY THE FULTON COUNTY PROCEDURAL MANUAL AS APPROVED BY THE BOARD OF COMMISSIONERS (SECTION 800, PROCEDURE 800-2).



FULTON COUNTY PURCHASING DEPARTMENT

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Bid: RFQ: 09CR66187YC, 09CR66188YC, 09CR66189YC-INTERIOR PLANT
MAINTENANCE

Close Date/Time: 2/23/2009

14:00:00

Commodity Group	Code	Description
Vendor Code Legal Name		Bid Amount
Default Commodity Code	59561	Plants, Indoor
09CR66187YC		
1. TOTAL PLANT AND FLORAL SERVICES		1.35
2. TOTAL PLANT AND FLORAL SERVICES		.68
3. TOTAL PLANT AND FLORAL SERVICES		30.00
4. TOTAL PLANT AND FLORAL SERVICES		20.00
5. TOTAL PLANT AND FLORAL SERVICES		15.00
6. TOTAL PLANT AND FLORAL SERVICES		14.00
7. TOTAL PLANT AND FLORAL SERVICES		7.00
8. TOTAL PLANT AND FLORAL SERVICES		8.00
9. TOTAL PLANT AND FLORAL SERVICES		12.00
10. TOTAL PLANT AND FLORAL SERVICES		37.50
11. TOTAL PLANT AND FLORAL SERVICES		1.40
12. TOTAL PLANT AND FLORAL SERVICES		15.00
13. TOTAL PLANT AND FLORAL SERVICES		4.00
14. TOTAL PLANT AND FLORAL SERVICES		.68

09CR66187YC-Con't.

15. TOTAL PLANT AND FLORAL SERVICES	2.10
16. TOTAL PLANT AND FLORAL SERVICES	18.50
17. TOTAL PLANT AND FLORAL SERVICES	7.00
18. TOTAL PLANT AND FLORAL SERVICES	15.00
19. TOTAL PLANT AND FLORAL SERVICES	4.16
20. TOTAL PLANT AND FLORAL SERVICES	5.00
21. TOTAL PLANT AND FLORAL SERVICES	1.95
22. TOTAL PLANT AND FLORAL SERVICES	2.00
23. TOTAL PLANT AND FLORAL SERVICES	1.35
24. TOTAL PLANT AND FLORAL SERVICES	1.40
25. TOTAL PLANT AND FLORAL SERVICES	.68
26. TOTAL PLANT AND FLORAL SERVICES	1.40
27. TOTAL PLANT AND FLORAL SERVICES	1.40
28. TOTAL PLANT AND FLORAL SERVICES	.68
29. TOTAL PLANT AND FLORAL SERVICES	9.00
30. TOTAL PLANT AND FLORAL SERVICES	.68
31. TOTAL PLANT AND FLORAL SERVICES	.10
32. TOTAL PLANT AND FLORAL SERVICES	15.00
33. TOTAL PLANT AND FLORAL SERVICES	1.56
34. TOTAL PLANT AND FLORAL SERVICES	5.00
35. TOTAL PLANT AND FLORAL SERVICES	5.00

09CR66188YC

1. TOTAL PLANT AND FLORAL SERVICES	4.50
2. TOTAL PLANT AND FLORAL SERVICES	4.52
3. TOTAL PLANT AND FLORAL SERVICES	4.00
4. TOTAL PLANT AND FLORAL SERVICES	2.45
5. TOTAL PLANT AND FLORAL SERVICES	4.50
6. TOTAL PLANT AND FLORAL SERVICES	.75
7. TOTAL PLANT AND FLORAL SERVICES	.10
8. TOTAL PLANT AND FLORAL SERVICES	9.00
9. TOTAL PLANT AND FLORAL SERVICES	2.50
10. TOTAL PLANT AND FLORAL SERVICES	2.50
11. TOTAL PLANT AND FLORAL SERVICES	2.50
12. TOTAL PLANT AND FLORAL SERVICES	2.50
13. TOTAL PLANT AND FLORAL SERVICES	2.50
14. TOTAL PLANT AND FLORAL SERVICES	2.50
15. TOTAL PLANT AND FLORAL SERVICES	3.50
16. TOTAL PLANT AND FLORAL SERVICES	.65
17. TOTAL PLANT AND FLORAL SERVICES	2.55
18. TOTAL PLANT AND FLORAL SERVICES	.70
19. TOTAL PLANT AND FLORAL SERVICES	1.10
20. TOTAL PLANT AND FLORAL SERVICES	4.50
21. TOTAL PLANT AND FLORAL SERVICES	4.00
22. TOTAL PLANT AND FLORAL SERVICES	3.50

09CR66188YC-Con't.

23. TOTAL PLANT AND FLORAL SERVICES	.70
24. TOTAL PLANT AND FLORAL SERVICES	.70
25. TOTAL PLANT AND FLORAL SERVICES	3.00
26. TOTAL PLANT AND FLORAL SERVICES	2.45
27. TOTAL PLANT AND FLORAL SERVICES	1.10
28. TOTAL PLANT AND FLORAL SERVICES	.70
29. TOTAL PLANT AND FLORAL SERVICES	3.00
30. TOTAL PLANT AND FLORAL SERVICES	1.15

09CR66189YC

1. TOTAL PLANT AND FLORAL SERVICES	2.40
2. TOTAL PLANT AND FLORAL SERVICES	2.45
3. TOTAL PLANT AND FLORAL SERVICES	2.10
4. TOTAL PLANT AND FLORAL SERVICES	.70
5. TOTAL PLANT AND FLORAL SERVICES	7.35
6. TOTAL PLANT AND FLORAL SERVICES	7.35
7. TOTAL PLANT AND FLORAL SERVICES	8.00
8. TOTAL PLANT AND FLORAL SERVICES	9.00
9. TOTAL PLANT AND FLORAL SERVICES	2.45
10. TOTAL PLANT AND FLORAL SERVICES	1.40
11. TOTAL PLANT AND FLORAL SERVICES	2.40
12. TOTAL PLANT AND FLORAL SERVICES	5.00
13. TOTAL PLANT AND FLORAL SERVICES	4.50
14. TOTAL PLANT AND FLORAL SERVICES	9.00
15. TOTAL PLANT AND FLORAL SERVICES	2.40
16. TOTAL PLANT AND FLORAL SERVICES	3.10
17. TOTAL PLANT AND FLORAL SERVICES	2.58
18. TOTAL PLANT AND FLORAL SERVICES	3.75
19. TOTAL PLANT AND FLORAL SERVICES	.70
20. TOTAL PLANT AND FLORAL SERVICES	.70
21. TOTAL PLANT AND FLORAL SERVICES	.70
22. TOTAL PLANT AND FLORAL SERVICES	2.50

09CR66189YC-Con't.

23. TOTAL PLANT AND FLORAL SERVICES	1.40
24. TOTAL PLANT AND FLORAL SERVICES	2.50
25. TOTAL PLANT AND FLORAL SERVICES	3.75
26. TOTAL PLANT AND FLORAL SERVICES	3.00
27. TOTAL PLANT AND FLORAL SERVICES	2.25
28. TOTAL PLANT AND FLORAL SERVICES	2.25
29. TOTAL PLANT AND FLORAL SERVICES	2.50
30. TOTAL PLANT AND FLORAL SERVICES	.70
31. TOTAL PLANT AND FLORAL SERVICES	1.25
32. TOTAL PLANT AND FLORAL SERVICES	1.40
33. TOTAL PLANT AND FLORAL SERVICES	3.00
34. TOTAL PLANT AND FLORAL SERVICES	.70
35. TOTAL PLANT AND FLORAL SERVICES	2.45
36. TOTAL PLANT AND FLORAL SERVICES	3.45
37. TOTAL PLANT AND FLORAL SERVICES	1.00
38. TOTAL PLANT AND FLORAL SERVICES	7.00