

Facility Maintenance Services

Statewide Contract Webinar

Purpose of this Webinar



The Purpose of this Webinar is to:



- **Explain** the Purpose of the Statewide Contract (SWC)
- **Review** the Key Benefits of the SWC
- **List** specific details related to the SWC
- **List** the steps to find the SWC on our SPD website
- **List** the Contract Ordering Instructions
- **Review** FAQs related to the SWC
- **List** POCs for the SWC

CGL Engineering LLC



Presenter: Joe E. Lee

Title: CEO

**Experience: 31 Years Public Building Design,
Construction and Maintenance in 40 States and 300 Counties**

**Education: BSCE Auburn University; Professional Engineer
License**

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770-716-0081**

Purpose

The purpose of the **Facility Maintenance Services Contract** is to:



- Provide preventive/scheduled and corrective/unscheduled maintenance services for multiple state-owned and operated facilities across the state
- Provide all labor and material to perform on-site facility maintenance and preventive maintenance services
- Provides corrective/unscheduled maintenance as a reimbursable service



Key Benefits

The **Facility Maintenance Services Contract** provides the following benefits:



- **A single source for facility maintenance needs including staff, materials, spare parts, etc.**
- **Computerized Maintenance Management System (CMMS)**
- **Well defined and predictable maintenance costs**



Key Benefits continued



- **Tracked and categorized maintenance cost for easier budget analysis and request**
- **Lower overall cost of maintenance per facility**
- **24/7 response to maintenance issues within each facility to protect life, safety and building operation**



Key Benefits continued



- **Improved facility life and operational performance through a staff dedicated to meeting the preventive maintenance needs of all facility equipment; thereby reducing equipment failures and facility operational downtime**
- **Supervision, resident technical staff, regionally shared technical staff, subcontractor and labor management provided to meet the needs of the Program and individual needs of each facility while providing outstanding service under the Contract's Scope of Services.**



Key Benefits continued



- **On-site facility staff and managers supported by regional managers and technicians provide fast and complete service with dedicated response to facility requests and emergencies**
- **Highly skilled and licensed technical staff provide Users complete confidence in the maintenance program and the buildings performance**
- **Ability to reduce labor cost by sharing supervision and labor from across the State**



Key Benefits continued



- **Highly skilled and licensed staff provide solutions to technical facility needs**
- **Information from CMMS provide basis for future maintenance and capital budget needs**
- **Tailored energy management plan provided for each facility**
- **Professional maintenance program provides more reliable and energy efficient facilities**



Statewide Contract Details



About **Facility Maintenance Services**:

What is the Contract Number?	SWC-90806
Is it a Renewal?	No
Does it Replace an Existing Contract?	Yes
What is the Contract Term?	Base Year - 3 years 4 - 1 year renewals
What is the Expiration Date?	6/30/2012
Does it Allow the Use of the P-Card?	No
Who is the Person to Contact with Questions:	Wanda George Wanda.george@doas.ga.gov (404) 651-9291

Where to Find this Statewide Contract



The contract is available for use through the State Purchasing Statewide Contract Index Listing under **Facility Maintenance Services**

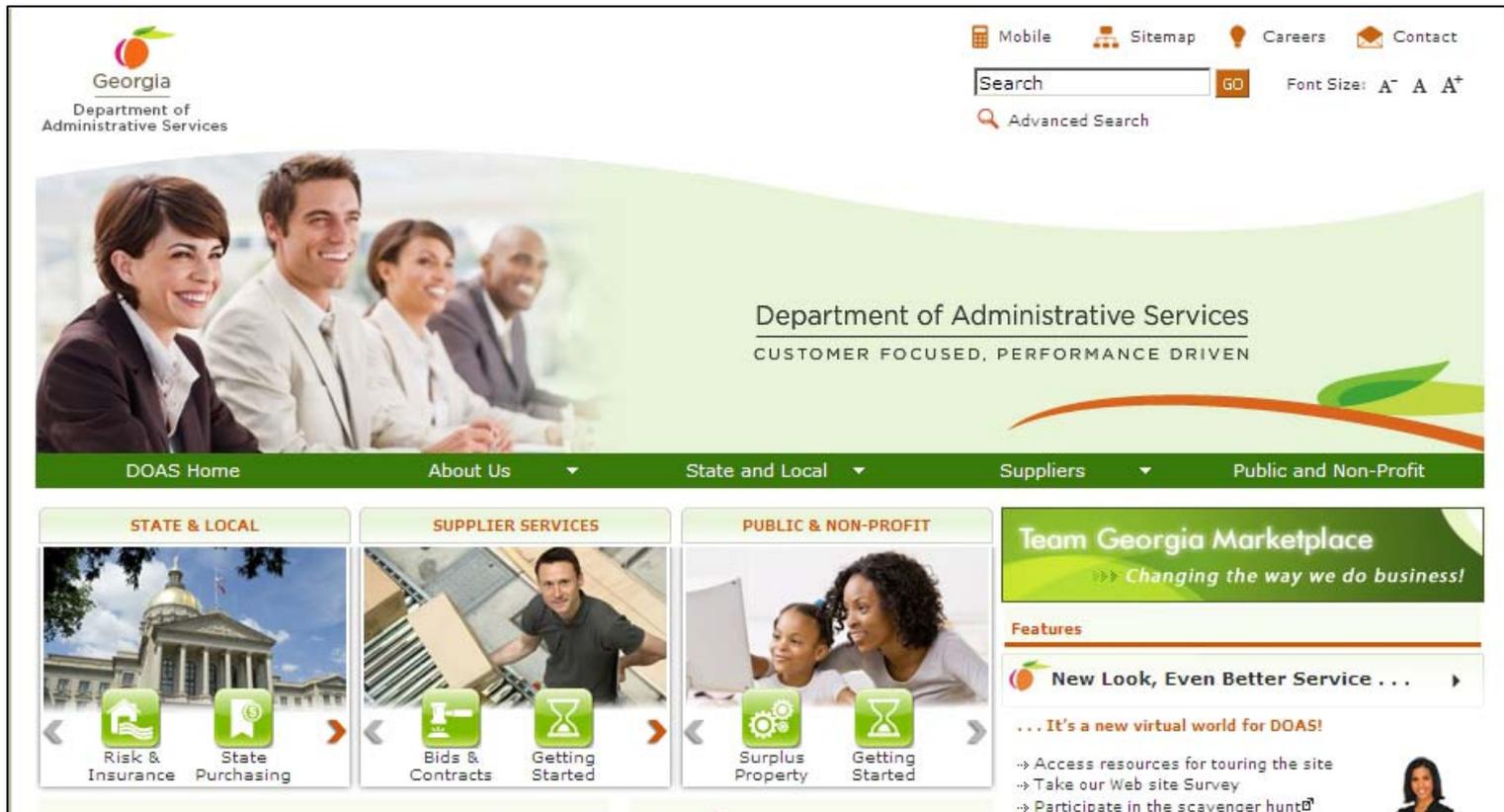
Here is the link to the Contract Index Link:

http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp



Where to Find this Statewide Contract

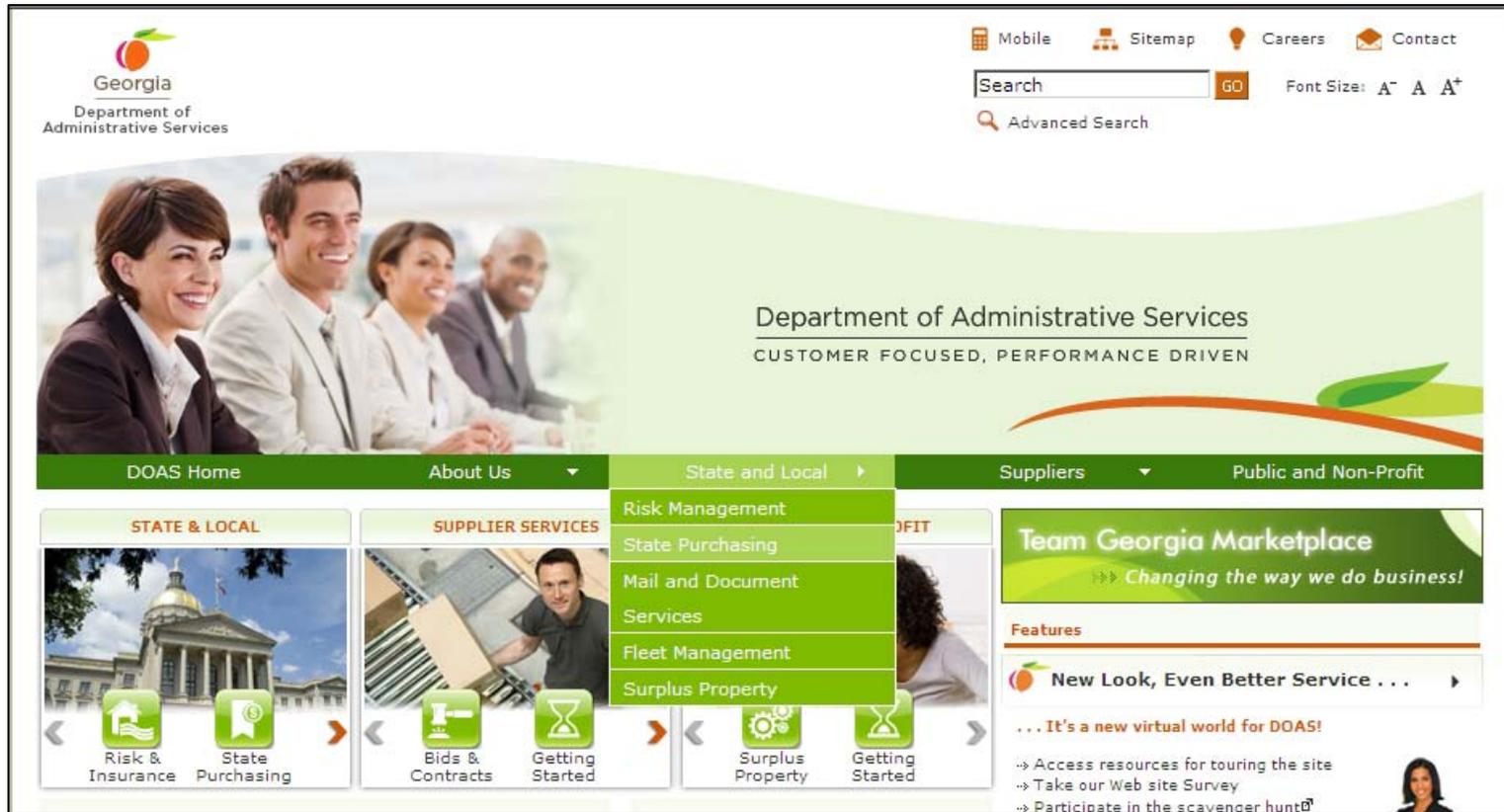
State Purchasing Division – Statewide Contracts



1. Visit the DOAS website at www.doas.ga.gov

Where to Find this Statewide Contract

State Purchasing Division – Statewide Contracts



2. Hover over the “State and Local” section

3. Click on “State Purchasing”

Where to Find this Statewide Contract

State Purchasing Division – Statewide Contracts



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- » Jun 17: Ways to Save: Purchase DOAS Surplus Property – 11 Alive Video.
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4. In the “Direct Links” section, click on “Statewide Contracts”

Where to Find this Statewide Contract

State Purchasing Division – Statewide Contracts



200 Piedmont Avenue, SE, Suite 1308 West Tower
Atlanta, Georgia 30334-9010
Phone: 404-657-6000
Fax: 404-657-8444

STATEWIDE CONTRACTS

State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. These contracts cover commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more. In order to find the contract that best fits your needs, use the following menu of search options.

If you have questions pertaining to a specific contract, please contact the State Purchasing Buyer identified in the contract information, or contact the State Purchasing office at 404-657-6000.

MENU

Choose one of the methods below to access Statewide Contracts

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- [list of 5 Digit NIGP codes assigned to Statewide Contracts](#)
- [Search for Statewide Contracts by keyword](#)
- [Search for Statewide Contracts by Major NIGP Category](#)

[RETURN](#)

PR_StateWide_contract_menu

Select a method to view the list of contracts and this contract will be:
“TITLE OF CONTRACT”

Contract Ordering Instructions



Step 1: The Agency should complete a Facility Profile Matrix which outlines basic characteristics about the location to be serviced and the types of maintenance services requested.

- Each location (by city) should be entered on a separate line (each facility/building within a particular location need not be separately listed).
- The Agency will need to review paragraph 2.5.1 and paragraphs 3 through 20 of the Contract Scope of Services in order to complete columns I and J of the Facility Profile Matrix.
- The completed form should be emailed to Issuing Officer - Wanda George at wanda.george@doas.ga.gov

Step 2: The Agency should provide a comprehensive equipment list that identifies (as a minimum) the (1) Type of Equipment, (2) Manufacturer, (3) Model Number, (4) Preventive Maintenance Frequency (i.e. daily, weekly, monthly, quarterly, annually, etc).

- If an equipment list is not available, equipment information will be obtained in Step 3. The equipment list should be emailed to Issuing Officer - Wanda George at wanda.george@doas.ga.gov

Contract Ordering Instructions (continued)



Step 3: The Issuing Officer will coordinate with the Supplier and Agency Point of Contact (POC) to schedule a convenient time to for the Supplier to conduct a comprehensive site assessment visit.

Step 4: Within 7 to 14 days after completion of the site assessment visit, the Supplier will prepare and submit a fixed priced cost proposal using the Facility Profile Matrix, the Agency equipment list and the comprehensive site assessment visit obtained from the Agency.

The cost proposal will include cost for Facility Management, Preventive/Scheduled Maintenance and a one time start-up cost for the Computerized Maintenance Management System (CMMS).

Note: All cost for corrective/unscheduled maintenance (labor and materials) is fixed and based on the original proposal submitted by the Supplier. This cost will be a part of the Agency's total contract cost but it will not be included in the cost proposal submitted by the Supplier.

Step 5: The State Purchasing Division in conjunction with personnel designated by the Agency will reach final agreement on cost, terms, timeframe of any transition period and any other additional Agency Terms and Conditions through negotiations with the Supplier.

Step 6: The Agency will submit a Purchase Order/Contract to the Supplier based on the agreed upon terms and conditions as a result of negotiations.

Revised: 2-17-09

SPD-CP031b

FAQs

The following list provides a list of questions and answers:



Question	Answer
Can the program be tailored to fit within my existing budget?	Yes, in most cases the program can be tailored to fit within your existing budget.
How does a facility director request service?	See Contract Ordering Instructions.
What kind of reports do I receive?	Reports are tailored to each agency and can provide as much or as little information as specific agencies request.
How do I get started?	Provide a facility profile for each of your facilities to the Issuing Officer.
What happens next?	See Contract Ordering Instructions.

For More Information



If you have questions about this Statewide Contract:

Submit Questions to:

Wanda George
DOAS - Issuing Officer
Wanda.george@doas.ga.gov
404-651-9291

Vendor Contact Information:

CGL Engineering LLC
Joe Lee
jlee@cartergoblelee.com
(770) 560-5894

Questions?

