

**WColumbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Property Damage Recovery Services (Annual Contract) – RFP No. 22-0008
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with Peachtree Recovery Services, Inc. (Suwanee, GA) for property damage recovery services on an as-needed basis.

The Human Resources Department/Risk Management will utilize Peachtree Recovery Services, Inc. to identify damaged property, investigate through various means the individual or party responsible for the damage, and collect on property damage claims on all the City’s roads and highways.

The term of the contract will be for two years with the option to renew for three additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous 5-year contract was awarded to Peachtree Recovery Services on July 12, 2016, per Resolution No. 251-16.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on August 11, 2021. This RFP has been advertised, opened, and evaluated. Two proposals were received on September 10, 2021, from the following:

- Peachtree Recovery Services, Inc. (Suwanee, GA)**
- DCJ Global Management Solutions, LLC (Atlanta, GA)

The following events took place after receipt of the proposal.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	11/03/21	The Purchasing Manager advised Evaluation Committee members of the RFP rules and process, and the using department representative provided an overview.

		Proposals were emailed to each committee member to review.
1 st Evaluation Meeting	11/17/21	The Evaluation Committee discussed all proposals and determined clarifications were required from one of the two firms.
Clarification Requested	11/18/21	Clarification was requested from the one firm.
Clarification Received	11/22/21	The clarification response was forwarded to the Evaluation Committee. The committee did not require further clarification.
Evaluation Forms Sent	11/29/21	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	12/01/21	The last set of evaluation forms were returned to the Purchasing Division.
Evaluation Results	12/01/21	The evaluation results were forwarded to the committee. The voting committee members unanimously recommended award to the highest-scoring contractor of Peachtree Recovery Services, Inc.

Evaluation Committee:

The proposals were reviewed by voting members of the Evaluation Committee, which consisted of a voting member from the Human Resources Department, a voting member from the Public Works Department, and a voting member from the Engineering Department.

An additional representative from the Public Works Department served as an alternate voter.

An additional representative from the Human Resources Department served as a non-voting advisor.

Award Recommendation:

Based on the evaluation ballots results, the voting committee members unanimously recommended award to the highest-scoring firm of Peachtree Recovery Services, Inc.

Vendor Qualifications/Experience:

- Peachtree Recovery Services, Inc. is a Georgia-based corporation that was established in 2015 and is headquartered in Forsyth County.
- The firm serves only local governments and currently serves many cities and counties in Georgia, as well as Alabama, South Carolina, Tennessee, North Carolina, Texas and Indiana.
- The firm specializes in property damage recovery services.
- Below are the last three clients for which the firm has provided same or similar services:

Henry County, GA
Property damage claims management.

September 2021 – August 2022

City of Decatur, GA
Property damage claims management.

August 2020 – August 2023

City of Morrow, GA
Property damage claims management.

April 2021 – April 2024

The City's Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals (Negotiations), governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

The City's percentage of the recovered fees will be deposited as miscellaneous revenue in the General Fund.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH PEACHTREE RECOVERY SERVICES, INC. (SUWANE, GA) FOR PROPERTY DAMAGE RECOVERY SERVICES ON AN AS-NEEDED BASIS.

WHEREAS, an RFP was administered (RFP No. 22-0008) and two proposals were received; and,

WHEREAS, the proposal submitted by Peachtree Recovery Services, Inc. (Suwanee, GA) met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, the contract period shall be for two years with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor