



4800 Ashford Dunwoody Road  
 Dunwoody, Georgia 30338  
 dunwoodyga.gov | 678.382.6700

To: Mayor and Council  
 City of Dunwoody

From: J. Jay Vinicki  
 Assistant City Manager

Thru: Eric Linton  
 City Manager

Re: Municipal Services Contract – Facilities Management Cancellation; Extension of Various  
 Maintenance Contracts on a Month-to-Month Basis

Date: November 8, 2021

### **Action**

Authorize the mayor, city manager, and/or designee to execute all documents necessary and proper to (a) cancel the contract between the City and RGRE for facilities management, effective December 31, 2021; and (b) enter into month-to-month or on call agreements as needed with any subcontractors of RGRE at City Hall properties for an additional period not to exceed six months.

### **Summary**

The City currently contracts with RGRE to oversee facilities management at three city properties. The number of properties the City now owns has led staff to recommend in the FY2022 budget a new contractual position of facilities coordinator starting January 1, 2022. This was approved by Mayor and Council. Therefore, the RGRE contract is no longer needed. [Note: This recommendation was **not** because of failure to perform by RGRE.]

### **Details**

The City entered into a contract with RGRE to manage the City Hall property when the City purchased the building. RGRE was also chosen to manage City Hall, along with the Dunwoody Arts Center and the Shallowford Annex starting in January 2021.

In this capacity, RGRE acted as the 24/7 call for emergency issues, along with supervision of custodial operations and subcontracting most normal repair and maintenance issues.

**Lynn Deutsch** Mayor  
**Eric Linton** ICMA-CM City Manager  
**Sharon Lowery** CMC City Clerk

**Villard "Ardy" Bastien** City Council Post 1  
**Jim Riticher** City Council Post 2  
**Tom Lambert** City Council Post 3

**Stacey Harris** City Council Post 4  
**Joe Seconder** City Council Post 5  
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RGRE has done an excellent job in this capacity and even though staff recommends termination of their agreement with the City, this action is done because the City's needs have evolved beyond the current business model.

In the FY2022 budget, the city created a position of facilities coordinator under the Parks Department, essentially splitting the operations coordinator into a facility coordinator and a ground coordinator. The facilities position will oversee all structures on city owned properties, most of which are Parks operated.

RGRE also had subcontractors which staff is recommending the Mayor and Council authorize temporary continuation of either month to month or on an on call basis, including but not limited to:

- First Impressions/CEGRL – Custodial Services
- Capital Cities Mechanical – HVAC
- Clogbusters – Plumbing
- Cummins – Generator Maintenance
- Kings III – Elevator Communications
- Genesis – Elevator Maintenance and Inspections
- Fire Guardian – Fire Prevention Services
- J.E. Jones Electric – Electric Services
- Titan Electric – Electric Services
- Backflow Prevention Services, Inc. – Backflow System Maintenance

Staff requests this extension be only until June 30, 2022, though expects to be able to bring re-bided contracts in the early part of 2022.

### **Recommendation**

Authorize the mayor, city manager, and/or designee to execute all documents necessary and proper to (a) cancel the contract between the City and RGRE for facilities management, effective December 31, 2021; and (b) enter into month-to-month or on call agreements as needed with any subcontractors of RGRE at City Hall properties for an additional period not to exceed six months.