

Contract Renewal Evaluation Form

Date:	June 16, 2025
Department:	Public Works
Contract Number:	24ITBC1329891A-JWT
Contract Title:	Water Meter Vaults

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

1. Describe what efforts were made to reduce the scope and cost of this contract.

The contract scope was streamlined to include only essential vault sizes and components, avoiding custom configurations that would drive up cost. Specifications were centered on standard industry products, but bidders were allowed to propose approved equivalents to reduce dependence on premium brands and foster competitive pricing.

2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:

☒ Internet search of pricing for same product or service:

Date of search:	June 24, 2025
Price found:	\$7,500
Different features / Conditions:	Vault Size
Percent difference between internet price and renewal price:	5.48%

Explanation / Notes:

☐ Market Survey of other jurisdictions:

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	

Are they aware of any new vendors?	☐ Yes	☐ No
Are they aware of a reduction in pricing in this industry?	☐ Yes	☐ No
How does pricing compare to Fulton County's award contract?		

Explanation / Notes:

☐ Other (Describe in detail the analysis conducted and the outcome):

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

\$35,000

4. Does the renewal option include an adjustment for inflation? ☒ Yes ☐ No
(Information can be obtained from CPI index)

Was it part of the initial contract? ☒ Yes ☐ No

Date of last purchase:	June 30, 2025
Price paid:	\$7,115
Inflation rate:	3%
Adjusted price:	\$7,328
Percent difference between past purchase price and renewal price:	3%

Explanation / Notes:

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes
☒ No If yes, attach the analysis.

7. What would be the impact on your department if this contract was not approved?

Failure to approve this contract would significantly disrupt the Department of Public Works' ability to maintain and expand essential water infrastructure. Water meter vaults are critical components for housing and protecting metering equipment in new developments, system upgrades, and emergency repairs. Without a contract in place, the department would face procurement delays, cost inefficiencies, and potential non-compliance with project schedules. This could hinder timely service connections for new customers, delay infrastructure projects, and increase the risk of system outages due to the inability to replace damaged or deteriorating vaults promptly. Additionally, sourcing vaults on an ad-hoc basis without the benefit of a competitively bid contract would likely result in higher costs and administrative burdens.