

Contract Renewal Evaluation Form

Date:	August 30, 2023
Department:	Public Works
Contract Number:	20ITBC000023A-CJC
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 scope and cost reduction efforts of this contract are limited since this contract is to renew existing contract for water meter vaults. The water meter vaults are necessary for replacement of failed and aged units and are used to effectively maintain the existing Water Distribution System in Fulton County. If this contract was reduced it could delay the department's response time in responding to any new water service installations, repairs, and/or replacements. A contract for water meter vaults must be in place each year to insure availability of water meter vaults.

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:	8/3/2023
	Price found:	Pricing varies due to the different types of water meter vault sizes.
	Different features / Conditions:	1' Riser for 13' x 7' Vault, 2' Riser for 13' x 7' Vault, 10' x 6' x 7' Precast Vault, 1' Riser for 10' x 6' Vault
	Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

In accordance with Fulton County Purchasing Code, Section 2-314, contracts such as this shall have a competitive bid. Since this contract is over \$50,000.00 dollars it shall go before the Board of Commissioners.

Sample Materials: Items 3, 4, 5 and 7 of the contract pricing sheet, 1' Riser for 15' x 9' Vault, 2' Riser for 15' x 9' Vault, 13' x 7' x 7' Precast Vault, 1' Riser for 13' x 7' Vault. Samples of the internet pricing of material out of the group of materials covered in this contract. Internet's pricing of sampled items are listed below. Private commercial pricing are significantly higher than contracted municipal pricing. The

internet price which is 24% - 26% higher because it is quoting gross prices, however the County purchases several different types of Water Meter Vaults, therefore the prices are lower.

Example:	<u>Our Price</u>	<u>Compared Price</u>
Line #3 – 1' Riser for 13' x 7' Vault	\$764.00	\$939.72
Line #4 – 2' Riser for 13' x 7' Vault	\$1,235.00	\$1,531.40
Line #5 – 10' x 6' x 7' Precast Vault	\$2,948.00	\$3,685.00
Line#7 - 1' Riser for 10' x 6' Vault	\$619.00	\$767.56

Market Survey of other jurisdictions:

Date contacted:	8/3/2023
Jurisdiction Name / Contact name:	Douglas County / Joseph Morency (Unavailable/ No Answer)
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Pricing varies per item and per size of the particular meter vaults.

Explanation / Notes:

Surrounding jurisdictions such as DeKalb County, City of Atlanta, Gwinnett County, Douglas County, Clayton County, and the Cobb County use water meter vaults.

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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:	7/28/2023
Price paid:	\$5,060.00
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.

Explanation / Notes:

[Click here to enter text.](#)

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.**

A service contract for Water Meter Vaults is needed by the Public Works Department on a year-round basis to complete the process for installing new water service installations, repairs, and replacement. This contract is essential to the on-going operations of the Water Distribution System to ensure availability of water meters required by state law.

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

Approval by the Board of Commissioners in the renewal of this contract is critical for the Public Works Department to effectively complete the process of installing new water meter vaults. If this contract is not renewed, it could delay the department's response time in responding to any failed or aged meter vaults within the Water Distribution System.