

Contract Renewal Evaluation Form

Date:	9/16/2022
Department:	Public Works
Contract Number:	21ITB000019A-CJC
Contract Title:	Water Meter Reading

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.

Water Meter Reading is based on a pre-determined number of water meters. Currently, water meter reading is performed both manually and utilizing radio read technology. Reducing the number of manual meters will help minimize future cost.

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: 9/16/2022

Price found:

Different features / Conditions:

Percent difference between internet price and renewal price:

Explanation / Notes:

Internet search did not reveal any relevant contracts.

☒ Market Survey of other jurisdictions:

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	

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:

See attached Market Survey

☐ 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?

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:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

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?

Without accurate meter reading, the Public Works and Finance Departments are not able to ensure timely and accurate collection of fees for delivery of water service.

Josh Van Horn

9/23/2022

Prepared by

Date



9/27/2022

Department Head

Date

MARKET SURVEY

Contract Number: 21ITB000019A-CJC

Contract Title: Water Meter Reading

Prepared by: Josh Van Horn

I have completed a telephone market survey of the following organizations and received the comments noted.

Organization:	Cobb County	Clayton County	Dekalb County	Gwinnett County	State Purchasing
Person:	Stephanie Brice	Kathy Bogart	Cathryn Horner	Katie Maldonado	No Water
Phone No.:	770 528-8439	770 960-5882	404 371-6334	770 822-8720	
Position:	Purch. Supervisor	Purch. Supervisor	Procurement Manager	Purchasing Assoc.	
Are you aware of any new vendors?	No Response	No Response	No Response	No Response	
Are you aware of a reduction in pricing in this industry?	NR	NR	NR	NR	
How does pricing compare to FC's current contract?	NR	NR	NR	NR	
Considering all factors, would you renew or re-bid now?	NR	NR	NR	NR	
Term of contract.	NR	NR	NR	NR	