Contract Renewal Evaluation Form

Date:	August 26, 2025 Real Estate and Asset Management 23ITB138801C-GS	
Department:		
Contract Number:		
Contract Title:	Janitorial Services for Selected County Facilities (Groups C, D & G)	

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 of Work for this contract cannot be reduced because we do not have the in-house capabilities to furnish all janitorial services and labor, materials, cleaning supplies (soap, toilet seat covers, toilet tissue, paper towels, and other required supplies) and equipment necessary to provide the highest quality of janitorial services at these County facilities.

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: Click here to enter a date.

□ Price found: Click here to enter text.

□ Different features / Conditions: Click here to enter text.

□ Percent difference between internet price and renewal price: Click here to enter text.

Explanation / Notes:

The prices for Janitorial Services do reflect the current market value in the Atlanta metro area. This procurement was conducted in accordance with all applicable provisions of the Fulton County Purchasing Code Selection 102-373, all Competitive Sealed Bids.

	☐ Market Survey of other jurisdictions:			
	Date contacted:	Click here	to enter a date.	
	Jurisdiction Name / Contact name:	City of Atla	anta/Vince	
	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:	Click here	to enter text.	
	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?	Yes, the pric comparable.		
	cleaning companies will charge a flat rate. The average cost to clean per square foot is approximately range from \$1.08 to 1.45. Compared to City of Atlanta, the County is paying comparable price for janitorial services. 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? FY2025 The County allocated expenditure as of 8/26/2026, \$735,570.32 FY2024 The County spent \$770,886.00 FY2023 The County spent \$1,128,809.30 FY2022 The County spent \$917,245.63 FY2021 The County Spent \$732,617.85 FY2020 The County spent \$550,631.20; the Central Library was temporally closed for renovation			
4.	Does the renewal option include an adjustment for inflation? (Information can be obtained from CPI index)	□ Yes	⊠ No	
	Was it part of the initial contract?	⊠ Yes	□ No	
D	ate of last purchase:	ck 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: 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 ☐ No ☐ If yes, attach the analysis.	if this service can be performed in-house? ⊠ Yes				
Service was performed in-house for approximately 3 years but proved to be costly and ineffective. Due to the projected Health Care requirement, high absenteeism rate and rising supply cost, if was more cost effective to outsource the services.					
7. What would be the impact on your department if this contract was not approved?					
If these renewals are not approved, there will be a delay in providing Janitorial Services for selected County Facilities. The overall impact is that clean and sanitary facilities will reduce any potential decease and sickness to County employees and patrons in these facilities.					
James Morehead James Morehead, Building Services Mgr.	September 8, 2025				
Prepared by	Date				
Joseph Davis					
Joseph N. Davis, Director	September 8, 2025				
Department Head	Date				