

Contract Renewal Evaluation Form

Date:	September 19, 2024
Department:	Real Estate and Asset Management
Contract Number:	23ITB138805C-GS
Contract Title:	Carpet & Carpet Tile Installation and Repair Services Countywide

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.

Carpets are one of the essential features of floor covering. These are replaced only when the condition of the carpet has the potential to cause liability for the County. Efforts are indeed being made to operate this contract with strict spending constraints. Whenever possible, the removal and resetting of furniture for carpet and/or tile installation and repair are performed by Fulton County staff rather than the contractor, providing slight reductions in scope and cost of this contract. Additionally, small jobs not involving moving and lifting of furniture as well as cleanup after that are undertaken in-house by the County as opposed to the contractor, resulting in further reductions.

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:	September 19, 2024
	Price found:	\$ 6.50 per Sq Ft installed
	Different features / Conditions:	Commercial tiles
	Percent difference between internet price and renewal price:	50% less expensive

Explanation / Notes:

The prices for carpet installation do reflect the current market, considering that installation in County offices involve work and/or restrictions not necessarily seen in a commercial work. This procurement was conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid according to Purchasing Code Selection 102-373, Competitive Sealed Bids.

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:	Click here to enter text.
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 type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Comparable

Explanation / Notes:

Price paid for installation of carpet includes cost of removing existing carpet, removal and reinstallation of furniture and installation of new carpet. Even when per-foot prices are comparable actual costs could vary depending upon the configuration of the space.

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?

FY2024 The County allocated expenditures as of 7/30/2024, \$0.00
 FY2023 The County spent \$202,843.00
 FY2022 The County spent \$127,297.00
 FY2021 The county spent \$72,069.00
 FY2020 The County spent \$456,128.37

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:	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.](#)

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.

The County does not have the resources, specialty tools and equipment to provide carpet and carpet tile installation repair services Countywide.

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

Not approving this contract would negatively impact all Fulton County departments. The upkeep of Fulton County facilities is an essential function of this department. This contract is a vital part of our ability to maintain functional and aesthetically sound facilities. Without this contract, flooring within Fulton County facilities could go without necessary maintenance and provide for a potentially hazardous environment. The deterioration of floor coverings in many well-traveled locations like Court Rooms and public corridors could be a cause for tripping hazards and health hazards from deteriorating carpets

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September 19, 2024

Prepared by

Date

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Joseph N. Davis, Director

September 19, 2024

Department Head

Date