

Contract Renewal Evaluation Form

Date:	August 5, 2024
Department:	Public Works
Contract Number:	23ITB458876A-KM
Contract Title:	Small Water Meter Installation

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.

To reduce the scope and cost of this contract, the department has discussed: standardization of meter types and prioritization of installations. Standardizing the types of meters used across the service area allows the department to purchase meters in bulk, often at a lower cost. This can reduce the overall cost of the contract since the materials cost less. Implementing meter installations in phases allows the department to spread out costs over time. The department can prioritize meter installations in areas with the highest demand or urgent needs (e.g. areas with high water loss, customer complaints, or new developments).

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:	August 15, 2024
	Price found:	\$1,900
	Different features / Conditions:	Same
	Percent difference between internet price and renewal price:	5%

Explanation / Notes:

The internet price \$1,900; the renewal price is \$1,800.

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?	<input type="checkbox"/> Yes <input 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?	

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?

\$69,107.50

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:	April 15, 2024
Price paid:	\$1,750
Inflation rate:	3%
Adjusted price:	\$,1803
Percent difference between past purchase price and renewal price:	2.8%

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.

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

Without a dedicated contract, the department might face delays in installing new meters or replacing old ones, leading to a backlog of work. This can slow down new connections and upgrades, affecting customer satisfaction and operational efficiency. Financially, relying on ad-hoc or emergency stand-by contractors for meter installations could result in higher costs compared to a negotiated, long-term contract. The department might have to pay premium rates for short-term services or emergency repairs.