

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name: Real Estate and Asset Management

Contract # and Title: US Communities Purchasing Contract #180200-C, Veterinary and Related Medical Equipment

Date: March 7, 2023

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

This cooperative purchasing contract will allow the County to purchase of veterinary and related medical equipment in the existing animal shelter is insufficient for the new FACS facility under construction and must be replaced and upgraded. This equipment has a limited inventory, generally outdated, operates at a poor performance level, and does not meet current animal services regulations. It is insufficient for the enhanced veterinary services such as spay and neuter programmed for the new, much larger, FCAS facility.

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.
3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification

Additional information:

The key benefits of this contract include the following:

- Participating Public Agencies 15 % off list price for veterinary and related medical equipment and supplies.
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Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.
x Yes No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). x Yes No
3. Reviewed the cost analysis provided by the User Department and determined the following:
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? x Yes No
5. Is the entity is authorized to conduct/transact business in the State of Georgia?
x Yes No
6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? x Yes No

7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? Yes No