

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>July 28, 2023</b>
<b>Department:</b>	<b>Real Estate and Asset Management</b>
<b>Contract Number:</b>	<b>21ITBC130948C-GS</b>
<b>Contract Title:</b>	<b>Janitorial Supplies and Equipment</b>

**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.**

Narrowed product line to four chemicals to reduce stock on hand and standardize cleaning chemical line. These contracts provide all the necessary janitorial supplies and equipment needed to support the in-house roving team and floor crew that is responsible to clean various Fulton County north, south, and downtown area locations. These facilities have a total square footage of 93,127. The products have all been tested and evaluated by staff and are in current use by the Department of Real Estate and Asset Management. These janitorial products will be purchased on "as needed" basis

**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:	July 31, 2023
	Price found:	<b>\$25.99</b>
	Different features / Conditions:	<b>none</b>
	Percent difference between internet price and renewal price:	<b>Internet 16% higher</b>

**Explanation / Notes:**

The prices for Janitorial Supplies and Equipment do reflect the current market. 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 is code Selection 102-373, Competitive Sealed Bid.

**Market Survey of other jurisdictions:**

Date contacted:	July 31, 2023
Jurisdiction Name / Contact name:	Fulton County Schools
Date of last purchase:	<b>2023</b>
Price paid:	\$23.99
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	<b>same</b>
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 checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	<b>5% higher</b>

**Explanation / Notes:**

**Contract price**

**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?**

- FY2023: The County expenditures as of 7/28/2023, \$6,804.72
- FY2022: The County spent \$20,073.69
- FY2021: The County spent \$40,292.89
- FY2020: The County spent \$26,747.57

**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.

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

DREAM would not be able to fulfill basic rest room cleaning functions, these conditions would lead to an unsanitary environment for our customers and staff.

Calvin Gamble, Material Management Manager

July 31, 2023

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**Prepared by**

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**Date**

Joseph N. Davis, Director

[Click here to enter a date.](#)

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**Department Head**

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**Date**