

# Contract Renewal Evaluation Form

|                         |                                    |
|-------------------------|------------------------------------|
| <b>Date:</b>            | <b>August 22, 2024</b>             |
| <b>Department:</b>      | <b>Public Works</b>                |
| <b>Contract Number:</b> | <b>23ITB137323A-KM</b>             |
| <b>Contract Title:</b>  | <b>Laboratory Testing Services</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.**

This contract covers laboratory testing that County staff cannot perform due to the lab's limited capabilities or the infrequency of certain tests, making them economically unfeasible. The contract includes a review of required analyses to determine if they are still necessary or if they can be performed in-house. Additionally, the methods used are evaluated to identify if a more cost-effective approach can be requested

**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 21, 2024 |
|  | Price found:   | <b>\$40.00</b>  |
|  | Different features / Conditions:                             | <b>None</b>     |
|  | Percent difference between internet price and renewal price: | <b>12.5%</b>    |

**Explanation / Notes:**

**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?

\$28,500

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:  | July 31, 2024 |
| Price paid:   | \$35.00       |
| Inflation rate:   | 3%            |
| Adjusted price:   | \$36.05       |
| Percent difference between past purchase price and renewal price: | 3%            |

**Explanation / Notes:**

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?

There is a potential for regulatory enforcement against the County due to permit (reporting) violations, which could result in fines and/or consent orders. Ninety-five percent (95%) of the analyses performed under this contract are for regulatory compliance