

Contract Renewal Evaluation Form

Date:	July 22, 2022
Department:	Real Estate and Asset Management
Contract Number:	20RFP123424K-BKJ
Contract Title:	Standby Landscape Design and Installation 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.

Currently, new properties are being added to this contract and being considered for renovation. The scope provides professional landscape design, installation of all materials, labor, technical expertise, materials, etc. and appurtenances necessary to provide landscape design and installation at Countywide facilities on an "as needed" basis. This includes minor design and installation activities or a simple replacement or repair of a landscape asset, or a total redesign and installation of a complete landscape package for a building. The work will require limited design plans, and rehabilitation work to repair damaged or missing landscape cover, turf, trees, sidewalks, and walking trails. The work will also require limited hardscape design plan and rehabilitation work to repair concrete or asphalt pads or trails, along with the removal of damaged landscaping features and assets.

This service cannot afford to be reduced, because we do not have any alternative resources to provide this service. The proposals are being solicited between the interested landscape contractors to acquire the best price.

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:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

Internet pricing only show list cost. Our contracts have discounted pricing at or below market pricing. 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 102-374 or

102- 375, Competitive Sealed Bid.☐ **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:	Ongoing daily maintenance & service.
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?	☐ Yes ☒ No
Are they aware of a reduction in pricing in this industry?	☐ Yes ☒ No
How does pricing compare to Fulton County's award contract?	Prices are comparable to Fulton County.

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?

FY2022 The County expenditures as of 7/13/2022, \$45,460.80

FY2021 The County spent \$107,848.76

FY2020 There were no expenditures

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?

If this contract is not renewed, the County does not have the in-house capacity to provide Landscape installation or renovation. This contract is strictly for landscape improvement and renovation of existing sites.

Mark Moore

Mark Moore, Landscape Architect 1

July 22, 2022

Prepared by

Date

Joseph N. Davis, Director

July 22, 2022

Department Head

Date