

Contract Renewal Evaluation Form

Date:	July 17, 2023
Department:	Real Estate and Asset Management
Contract Number:	21ITB130147C-GS
Contract Title:	Modular Workstations and Free-Standing Furniture 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.

Identification of FF&E products that have Extended to Lifetime Warranties that reduce the cost of ownership over the life of the products. These contracts furnish all materials, labor, tools, equipment, transportation, and appurtenances necessary to provide a variety of office modular workstations systems and free standalone furniture on an “as needed” basis as requested for Fulton County. Breaking down and reconfigurations of existing workstations and office relocation by requested user departments.

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:	<i>August 4, 2023</i>
	Price found:	<i>Prices vary pending styles</i>
	Different features / Conditions:	<i>Manufactures/Styles</i>
		<i>Varies</i>
	Percent difference between internet price and renewal price:	<i>Varies</i>

Explanation / Notes:

FF&E products varies between manufacture and styles of products, dealer prices are similar but differ base of dealer discounts as much as 15% - 50%.

Market Survey of other jurisdictions:

Date contacted:	Aug. 4, 20123
Jurisdiction Name / Contact name:	City of Atlanta/Shirlaine Clark
Date of last purchase:	FY 2023
Price paid:	Variable based on request.
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	5% - 10%
Are they aware of any new vendors?	<input checked="" type="checkbox"/> Yes <input 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?	Pricing Comparable

Explanation / Notes: *N/A*

[Click here to enter text.](#)

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 allocated expenditures as of 7/17/2023, \$602,642.66

FY2022 The County spent \$824,920.82

FY2021 The County spent \$1,142,715.98

FY2020 The County spent \$1,252,278.74

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:	August 4, 2023
Price paid:	\$2,542.00
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	Variable, all orders are different.

Explanation / Notes:

N/A

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.

Fulton County DREAM does not provide FF&E Services.

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

Without this Furniture contract DREAM would not be able to provide control, monitoring & Design of FF&E services/procurement for Buildout of Renovation projects for other Fulton County Departments.

Keith Johnson

**Keith Johnson, Construction Project
Manager Sr.**

August 9, 2023

Prepared by

Date

Joseph N. Davis, Director

Joseph N. Davis

Department Head

8/10/23

Date