

Contract Renewal Evaluation Form

Date:	September 4, 2024
Department:	Public Works
Contract Number:	22ITB077A-KM
Contract Title:	Landscaping Restoration Services

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.

To reduce the scope and cost of this contract, the department focused on developing clear and standardized guidelines for restoration, ensuring that only essential areas are addressed to prevent over-restoration.

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:
	Price found:
	Different features / Conditions:
Percent difference between internet price and renewal price:	

Explanation / Notes:

Market Survey of other jurisdictions:

Date contacted:	September 3, 2024
Jurisdiction Name / Contact name:	Clayton County Carol J. Rogers
Date of last purchase:	Unknown
Price paid:	Unknown
Inflation rate:	Unknown
Adjusted price:	Unknown

Percent difference between past purchase price and renewal price:	Unknown
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?	Unknown

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?

\$11,027.63

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:	May 20, 2024
Price paid:	\$83.25
Inflation rate:	3%
Adjusted price:	\$85.75
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?

Public works aims to provide a speedy restoration of the customer's landscaped property and ensure no soil erosion enters the stormwater system. A failure to renew the contract may result in slower restoration of customer's property and additional soil erosion entering the stormwater system.