

Contract Renewal Evaluation Form

Date:	July 22, 2022
Department:	Department of Real Estate and Asset Management
Contract Number:	21RFP131973C-MH
Contract Title:	Bus and Shuttle 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.

We cannot reduce the scope of this contract because DREAM has covered as many hours as possible using the limited in-house resources. This contract provides transportation services for County employees, jurors, and special transportation for other County agencies. The daily bus service operates primarily from Monday through Friday for Fulton County employees and jurors who park at the Brown, Yellow, Red and Silver lots to Fulton County Government Center located at 141 Pryor Street, Justice Center Tower located at 185 Central Avenue, Tax Assessor Office located at 135 Peachtree Street, Central Library located at 1 Margaret Mitchell Square NW and the Fulton County Health Services building located at 10 Park Place, and Juvenile Court located at 395 Pryor Street.

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:

Due to unique nature of this service the vendors contacted did not show much interest in this program. It requires dedicated personnel and equipment for many nonconsecutive hours. 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 and 102-375, Competitive Sealed Bid.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name: Tom Charron Pamela Williams Jennifer Rider Marcia Norris	Cobb County DeKalb County Gwinnett County Fayette County Court
Date of last purchase:	N/A
Price paid:	N/A
Inflation rate:	Click here to enter text.
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
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?	N/A

Explanation / Notes:

The agencies listed do not provide shuttle service for jurors. Jurors are provided free parking. The jurors in Cobb have specific 75 parking space number in county owned parking lot, or a larger number of jurors that require additional offsite parking accommodations are provided by the Sheriff's Department.

☐ **Other (Describe in detail the analysis conducted and the outcome):**

Several agencies were contacted. None of them provide shuttle service for jurors.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

FY2022 The County expenditure as of 7/19/2022, \$124,945.90

FY2021 The County spent \$630,104.76

FY2020 The County spent \$616,234.67

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?

Fulton County would not be able to provide the essential service of transporting jurors to the court buildings. In addition to the many employees that are transported five days per week to their respectful worksite throughout the county.

Barbara Burden

Barbara Burden, Fleet Operation Manager
Anthony Spencer, Administrator, Fleet Mgr.

July 22, 2022

Prepared by

Joseph N. Davis, Director

Date

July 26, 2022

Department Head

Date