

Contract Renewal Evaluation Form

Date:	June 30, 2020
Department:	Real Estate and Asset Management
Contract Number:	19ITB312987K-JAJ
Contract Title:	Roof Maintenance, Repair and Replacement Services 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.

This service cannot afford to be reduced because we do not have any alternative resources in-house to perform this type of service. This service provides roof maintenance, repair and replacement services for all Fulton County facilities on an as needed basis. The work includes all labor, materials, equipment, removing and disposing of existing roofing; permits and licenses necessary to complete projects.

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:

The existing prices for roof maintenance, repairs and replacement services reflect the current market rates as of today. This service was conducted in accordance with all applicable provisions of the Fulton County Purchasing Code Section 102-373, all Competitive Sealed Bids.

☐ **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?	<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?	Could not determine due to lack of information from City.

Explanation / Notes:

As is the case with our roof maintenance and replacement contracts, the City of Atlanta was unable to give specifics because we were unable to determine if we had the exact same buildings. As with our bids, vendors are required to visit sites before bidding.

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

Evaluated bids received from contractors for this service.

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

The County spent \$1,076,249.32 in FY2019. The County expenditures as of 6/30/20 is \$800,000.00.

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:	November 6, 2019
Price paid:	\$1,469,115.00

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.

This service cannot be done in house because there is not enough sufficient trained staff to perform this service. Additionally the contract includes materials as well as labor.

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


If these contract renewals are not approved, the County will not be able to address the aging roofing systems throughout the County that have reached the end of their life cycle. The Department needs to have the ability to provide timely emergency repairs when leaking potentially exposing the County to the hazards of slips and falls.

Michelle Cox 

7/9/2020

Prepared by

Date

Joe Davis, Director 

Click here to enter a date. 

Department Head

Date