

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>August 1, 2024</b>
<b>Department:</b>	<b>Department of Real Estate and Asset Management</b>
<b>Contract Number:</b>	<b>22ITBC135037C-GS</b>
<b>Contract Title:</b>	<b>Ballasts, Lamps, Light Fixtures and Related Supplies</b>

**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 are currently transitioning to LED lamps which are more cost efficient. These contracts furnish ballasts, lamps, light fixtures and related supplies for the Department of Real Estate and Asset Management on an "as needed" basis to ensure Fulton County facilities and parking lots have adequate lighting. Due to standardization of fixtures and sub-assemblies, the recommended contractors supply manufacturer brands such as GE, Sylvania or Phillips for lamps and Advance, Howard, Sylvania, Universal, Magnetek for ballasts. DREAM maintenance staff is responsible for routine repairs and the preventive maintenance program performed at facilities throughout the County.

**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:	August 15, 2024
Price found:	<b>\$13.99</b>
Different features / Conditions:	Identical
Percent difference between internet price and renewal price:	internet price <b>33% Higher</b>

**Explanation / Notes:**

**Market Survey of other jurisdictions:**

Date contacted: August 15, 2024	
Jurisdiction Name / Contact name: Cobb County Schools Awarded Contract.	
Date of last purchase: 2024	
Price paid: \$8.48	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
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?	Higher 9% lower

**Explanation / Notes:**

**Vendor bid price.**

**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?**

FY2024 The allocated expenditures as of 8/1/2024, \$45,645.97

FY2023 The County spent \$99,878.71

FY2022 The County spent \$98,000.00

FY2021 The County spent \$93,326.81

FY2020 The County spent \$68,290.00

**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:

[Click here to enter a date.](#)

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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.](#)

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**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?

DREAM would be unable to provide safety and security for County facilities and parking lots.

John Adams, Administrator

August 1, 2024

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**Prepared by**

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**Date**

*JD*  
Joseph Davis, Director

Thursday, October 17, 2024

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**Department Head**

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**Date**