

Contract Renewal Evaluation Form

Date:	9/16/2021
Department:	Public Works
Contract Number:	19ITB120540A-YJ
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.

This contract responds to correct landscape degradation created by required repair of water and sewer infrastructure. Contract scope is minimized by limiting the area of disturbance during repair efforts.

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:

Internet search revealed other landscaping companies but did not provide pricing information. This contract was recently bid and awarded to the low bidder. Pricing seems very reasonable.

☐ **Market Survey of other jurisdictions:**

Date contacted:	
Jurisdiction Name / Contact name:	
Date of last purchase:	
Price paid:	
Inflation rate:	
Adjusted price:	
Percent difference between past purchase price and renewal price:	
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	

Explanation / Notes:

See Market Survey attached

☐ **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?

none

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:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

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?

The ability to properly correct damage to private landscaped areas created by repairs to water and sewer infrastructure would be lost and customer satisfaction diminished.

N. L. Ammons

September 16, 2021

Prepared by

Date



9/22/2021

Department Head

Date

MARKET SURVEY

Date: 09/20/2021

Department: Public Works

Contract Number: 19ITB120540A-YJ

Contract Title: Landscaping Restoration Services

Prepared by: Nick Ammons

I have completed a telephone market survey of the following organizations and received the comments noted.

Organization:	Cobb County	Clayton County	Dekalb County	Gwinnett County	State Purchasing
Person:	Pamela Wilford, GCPA	Angie Gilbert	Deja Echols	Cindy Stokes, CPPG	Travis Horsley
Phone No.:	770-528-8418	770-477-3588	404-371-7051	770-822-7862	404-651-5438
Position:	Senior Buyer	Contract Administrator	Procurement Technician	Contracts Manager	Contract & Data Manager
Are you aware of any new vendors?	No	No	No	No	Unknown
Are you aware of a reduction in pricing in this industry?	No	No	No	No	Unknown
How does pricing compare to FC's current contract?	Comparable	Comparable	Comparable	Comparable	Unknown
Considering all factors, would you renew or re-bid now?	Yes	Yes	Yes	Yes	Unknown
Term of contract.	3 yrs.	3-5 yrs.	3-4 yrs.	2-3 yrs.	Unknown