

COOPERATIVE PURCHASING/STATEWIDE/GSA

USE JUSTIFICATION FORM

Department Name: **Real Estate and Asset Management**

Contract # and Title: **SWC90816, Motor Vehicle Maintenance & Inventory Management Services**

Date: **November 9, 2021**

In order to utilize the use of cooperative purchasing, statewide or a GSA contract the User Department is responsible for providing the following justification information:

1. Provide justification for the use of the cooperative purchasing/statewide/GSA contract your department would like to utilize:

The Department does not have the adequate staffing, equipment or resources to conduct repairs or preventative maintenance in the heavy equipment category. A vehicle in the heavy and specialized equipment category requires specialized trained mechanic technicians and equipment or requires repairs that only be performed by a factory authorized vendor.

2. Attach a copy of the cooperative purchasing/statewide/GSA contract document or the contract information.

3. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value. Costs must be analyzed to ensure that the use is best value for the County. (check all appropriate)

- leveraging benefits of volume purchasing
- volume discounts
- service delivery requirement advantages
- reduction of cycle times
- enhanced service specification

Additional information:

The purpose of this contract is to provide cost-effective vehicle administration and maintenance management services through a comprehensive network of commercial maintenance repair locations throughout the state.

Key benefits of the contract include:

- **Vehicle program enrollment fees cut 23% over previous contract**
- **Lower management fees for accidents related repairs**
- **Significantly reduced prices for repetitive/routine services over previous contract; i.e. cost of oil changes reduced by nearly \$28 (on average)**
- **Enhanced program includes inventory management for non-program vehicles for low price of 27 cents per vehicle/month**

Prior to making the decision to utilize a cooperative purchasing, statewide or GSA contract, the Purchasing Director is responsible for conducting the following due diligence:

The Purchasing Representative must complete the following information:

1. Reviewed the justification for use from the User Department and determined the use of the cooperative purchasing/statewide/GSA contract is justified.
 Yes No
2. Obtained a copy of the cooperative purchasing/ statewide contract and other related documents (i.e., solicitation document, award letter, etc.) and determined that the contract is current (not expired). Yes No
3. Reviewed the cost analysis provided by the User Department and determined the following:
 - leveraging benefits of volume purchasing
 - volume discounts
 - service delivery requirement advantages
 - reduction of cycle times
 - enhanced service specification
4. Are the need(s) of the User Department met/achieved with the cooperative purchasing/statewide/GSA contract? Yes No

5. Is the entity is authorized to conduct/transact business in the State of Georgia?
 Yes No

6. If applicable, is the entity in compliance with the Georgia Security and Immigration Act (E-Verify)? Yes No

7. When applicable, if the contract is for services or professional services is the entity capable of providing Certificate of Insurance? Yes No