

Contract Renewal Evaluation Form

Date:	June 16, 2025
Department:	Public Works
Contract Number:	25ITB1357598A-ST
Contract Title:	Soft Dig

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.

The County explored the option of purchasing its own excavation trucks to bring the soft dig service in-house as a potential cost-saving measure. However, this approach involved significant upfront capital investment, as each truck meeting the required specifications—such as a vacuum blower rated at 5,300 CFM and a 15-cubic-yard debris tank—can cost upwards of \$500,000. In addition to acquisition costs, the County would need to account for ongoing maintenance, storage, insurance, and the hiring and training of specialized personnel to operate the equipment safely and effectively. Given these substantial costs and logistical demands, outsourcing the service through a competitively bid contract was determined to be the more efficient and financially responsible option at this time.

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:	June 24, 2025
Price found:	\$700
Different features / Conditions:	None
Percent difference between internet price and renewal price:	3.4%

Explanation / Notes:

☐ 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:

☐ 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?

\$175,000

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:	June 23, 2025
Price paid:	\$673
Inflation rate:	3%
Adjusted price:	\$700
Percent difference between past purchase price and renewal price:	3%

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?

If this contract were not approved, the Department would face significant operational challenges in responding to emergency and routine maintenance needs for underground infrastructure. Without a soft dig excavation service, locating buried utilities—such as water mains—would become slower, riskier, and potentially more destructive, increasing the likelihood of damage to essential infrastructure. This could delay emergency repairs, disrupt water service to residents, and elevate repair costs. Additionally, the department lacks the specialized equipment and trained personnel to perform this service in-house efficiently, further compounding delays and increasing reliance on ad hoc or higher-cost alternatives. Overall, service reliability, public safety, and cost control would all be negatively impacted.