

Contract Renewal Evaluation Form

Date:	10/7/2021
Department:	Public Works
Contract Number:	19ITBC122716A-FB
Contract Title:	Uniforms and Accessories

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 scope and cost reduction efforts are limited due to nature of use. The contract is used to provide uniforms and related accessories to employees. The uniforms are essential for professional appearance and public recognition.

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:

X Internet search of pricing for same product or service:

	Date of search:	10/7/2021
	Price found:	See below
Different features / Conditions:		
Percent difference between internet price and renewal price:		

Explanation / Notes:

No.1) Short Sleeve T-Shirt Jersey with front pocket 50% polyester/50% cotton
 Port & Company PC 55P
 Contract price: \$10.69 (include embroidery)
 Internet price: \$10.77 (in bulk of 36)
 Contract price is cheaper than internet price

No.3) Short Sleeve "Under Armor" UA tech or equivalent T-shirt, moisture wicking winter weight.
 Sport -Tek ST350
 Contract price: \$10.22 (include embroidery)
 Internet price: \$17.96 (quantities of 12 - 24)
 Contract price is cheaper than internet price

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?**

\$50,113.22

4. **Does the renewal option include an adjustment for inflation?** Yes X No
 (Information can be obtained from CPI index)

Was it part of the initial contract? Yes X 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.

Due to the nature of the contract to provide uniforms to employees, it is more cost effective to purchase the items. Also, to perform this service in-house is not applicable.

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

If this contract is not approved, the public may have difficulty identifying the staff as employees of Fulton County Government.

Janice Dickenson

10/7/2021

Prepared by

Date



10/11/2021

Department Head

Date