

# Contract Renewal Evaluation Form

Date:	July 22, 2021
Department:	Real Estate and Asset Management
Contract Number:	20ITB125868C-CG
Contract Title:	Glass and Plexiglas Repair and Replacement

## 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 is used mainly for repair of glass windows and other similar glass structural parts of the building that are damaged by vandalism, storms or leaks. This is also used where glass/mirror to be replaced are very heavy or are located at locations not accessible to County technicians.

### 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:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

**Explanation / Notes:** Prices we find on the internet or with other agencies do not provide accurate comparison with those we pay for our services. This is because type of work in each incident is mostly unique and depends on the size of job, location (multi-storied building windows, sunroof etc.) and the type of glass. Prices we pay for work within the County services are different for each work and a common base cannot be defined for any of these. However each case of work is evaluated for price, specification and application

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Ongoing daily maintenance & service.
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.
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?

**The County spent \$49,544.00 in FY2020, and \$16,975.03 as of 7/22/2021.**

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.
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.

**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.

This work cannot be completed even in parts using in-house staff because the skills used for the work are not one in County's employment. In addition, the work requires access to dangerous heights and restricted spaces, thereby increasing the potential for accidents and County's liability for injuries, work men compensation and insurance.

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

If this contract is not approved, County will not be able to keep its buildings safe. With increase in vandalism we have seen over the years in Metro Atlanta, County will be failing to keep its employees and patrons safe if the contract is not approved. In addition, glass structure being an important envelope for many buildings, the buildings will be open to hazardous conditions like leak, loss of conditioned air and potential growth of mold and other hazardous conditions.

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Willie Perryman, Bldg. Maintenance Mgr., Greater

August 10, 2021

Prepared by

Joseph N. Davis, Director *[Signature]*

Department Head

Date

*9/8/2021*  
Click here to enter a date.

Date