

Contract Renewal Evaluation Form

Date:	August 9, 2023
Department:	Real Estate and Asset Management
Contract Number:	22ITB134934C-MH
Contract Title:	Moving 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.

Evaluate work request to determine whether this work can be done in-house or outsource. Only use this contract when the User Agency requests a move that exceeds the capacity of the in-house staff; such as a large-scale move. This contract furnishes all labor, equipment, transportation, and material necessary to provide moving services on an as needed basis for Fulton County. The scope includes packing, loading, and unloading of shelving, file cabinets, boxes, and related office equipment when required, and cleaning up after each phase of the move relating to the picking up or unpacking.

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:

We have contacted other government agencies and internet research. Moving cost varies because it's determined by location, convenience, capacity, schedules, packing and unpacking, fuel cost, weight per pound, storage containers, etc. There are a lot of choices when comparing moving expenses. You must consider are they insured and reputable moving company with years of experience with the expertise to any large-scale capacity particular a Government agency such as Fulton County.

The internet cost for average moving:

- 3 men is approximately \$90 per hour
- Fuel approximately \$4 per gallon
- Small rental truck 12' approximately \$29.95 per day/26' Truck \$49.95 plus 79 cents per mile

- Moving blanket is about \$12 to \$15 per pad
- Moving tariff may charge \$0.50 per pound

Market Survey of other jurisdictions:

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	DeKalb, Cobb, Gwinnett & Henry Counties
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.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Most of the County agencies do have moving contracts. Mostly done in-house.

Explanation / Notes:

Click here to enter text.

Other (Describe in detail the analysis conducted and the outcome):

Click here to enter text.

3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?

- FY2023: The County allocated/expenditures as of 8/9/2023, \$133,953.00
- FY2022: The County spent \$26,078.00
- FY2021: The County spent \$10,771.00
- FY2020: The County spent \$7,800.00

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.**

DREAM does not have the appropriate equipment and enough in-house staff to execute a large-scale move associated with relocation of County agencies due to building renovation or lease office space.

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

If this contract is not approved, there will be a significant delay in providing large scale moving.

- There will be a backlog of work orders for moving services.
- No relocation will be done.
- Certified commercial vehicles and drivers
- Do not have enough adequate in-house staff
- Do not have the materials and commercial equipment

James Morehead

James Morehead, Building Services Manager

August 14, 2023

Prepared by

Joe Davis, Director

Department Head

Date

[Click here to enter a date.](#)

Date