

Contract Renewal Evaluation Form

Date:	August 17, 2023
Department:	Public Works
Contract Number:	22ITB077A-KM
Contract Title:	Landscaping 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.

This is a service contract that responds to the landscaping repairs required during utility maintenance activities. The scope is dependent upon the number of work orders created for various repairs. Minor landscaping activities are planned to minimize effort and cost.

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:	August 17, 2023
	Price found:	None
	Different features / Conditions:	N/A

Percent difference between internet price and renewal price:

Explanation / Notes:

Internet Search did not reveal any relevant contracts to compare.

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:	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 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?	Click here to enter text.	

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?

Click here to enter text.

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:

This is a services renewal based on labor and materials.

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?

Fulton County Public Works Department Water Resources Division will not be able to provide landscaping services required during utility repairs and maintenance.