

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>June 20, 2023</b>
<b>Department</b>	<b>Public Works</b>
<b>Contract Number:</b>	<b>21ITB000019A-CJC</b>
<b>Contract Title:</b>	<b>Water Meter Reading</b>

**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.**

Water Meter Reading is based on a pre-determined number of water meters. Currently, water meter reading is performed both manually and utilizing radio read technology. Reducing the number of manual meters will help minimize future 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:
	Price found:
	Different features / Conditions:
Percent difference between internet price and renewal price:	

**Explanation / Notes:**

An Internet search did not reveal any relevant contracts.

**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?

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:

Price paid:

Inflation rate:

Adjusted price:

Percent difference between past purchase price and renewal price:

**Explanation / Notes:**

There are multiple line items as part of this contract. Each line item represents a different cost based on services provided. Initial contract states that Renewal #2 has a 3% inflationary price increase.

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?

Without accurate meter reading, the Public Works and Finance Departments are not able to ensure timely and accurate collection of fees for delivery of water service.