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## COOPERATIVE PURCHASING JUSTIFICATION AND APPROVAL FORM

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In accordance with Division 12 of the Fulton County Purchasing Code the Purchasing Agent may enter into an agreement with any public procurement unit for the cooperative use of supplies or services; and, may procure supplies, services or construction items through contracts established by the purchasing division of the state where such contract and contractors substantially meet the requirements of the Purchasing Code. Complete the form below to request the Department of Purchasing review the request to engage in cooperative purchasing.

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**Requesting Department/Agency** Public Works

**Department/Agency Contact Information:** Shandha Read

**Cooperative Contract Number and Title:** City of East Point-Hot in Place (HIP) Resurfacing & Micro-Surfacing.

**Estimated Spending Request:** \$200,000.00

**Contract Source** (Identify the source of the cooperative contract by checking the appropriate box):

|   |   |
|---|---|
| <input type="checkbox"/> <b>Public Cooperative Entity</b> (EX: Omnia Partners, NASPO) <b>List Cooperative Entity:</b> | <input type="checkbox"/> <b>State of Georgia Statewide Contracts</b><br>(Department of Administrative Services)               |
| <input type="checkbox"/> <b>Federal Government</b> (GSA Contract)   | <input type="checkbox"/> <b>Other Governmental Entity</b> (Ex: City of Atlanta, Dekalb County) <b>List Government Entity:</b> |

### **Verification Requirements**

In order to utilize the cooperative purchasing, statewide or GSA contract, the User Department/Agency must provide justification for the use of the cooperative purchase and why the particular cooperative contract is most advantageous to the County as it relates to price and other factors.

1. Provide justification for the use of the cooperative purchase.

*It allows us to choose from a list of prequalified service providers that meets Federal and State Standards and user reviews. It also reduces the lead time for the issuance of POs and execution contracts.*

2. Provide an explanation regarding the cost analysis conducted and why utilizing this contract is best value and advantageous to the County. This may include but is limited to:

*The vendor is already providing similar services for the City of East Point, and we are getting the volume discount pricing from their contract as they are resurfacing several roads, and the County is only repaving one road.*

3. Provide documentation verifying that the cooperative, statewide or GSA contract is current and awarded through a competitive process.

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