

Contract Renewal Evaluation Form

Date:	June 13, 2024
Department:	Public Works
Contract Number:	22ITB093A-KM
Contract Title:	Fire Hydrant Maintenance and Repairs

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.

To reduce the scope and cost of this contract, the department has discussed implementing a preventative maintenance program and standardizing fire hydrants. A proactive maintenance program focused on preventing issues before they occur—such as regular lubrication of valves, checking for leaks, and ensuring easy access to hydrants—can significantly reduce the likelihood of costly emergency repairs. Additionally, standardizing the parts used across all hydrants will reduce inventory costs and simplify repairs, which ultimately reduces the cost of the contract.

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 20, 2024
	Price found:	\$3,000
	Different features / Conditions:	None
	Percent difference between internet price and renewal price:	6.89%

Explanation / Notes:

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 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?	

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?

\$59,118.75

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:	June 30, 2024
Price paid:	2,800
Inflation rate:	3%
Adjusted price:	\$2,884
Percent difference between past purchase price and renewal price:	3%

Explanation / Notes:

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?

Not having a fire hydrant maintenance and repairs contract can jeopardize public safety, increase costs, strain resources, and lead to regulatory and reputational risks for the water department. It is essential to have a structured and proactive approach to maintaining and repairing fire hydrants to ensure they are always operational when needed for firefighting capabilities.