

Contract Renewal Evaluation Form

Date:	July 21, 2023
Department:	Real Estate and Asset Management
Contract Number:	21ITB130553C-GS
Contract Title:	Locks, Doors & Hardware Countywide

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 contract used for augmenting the in-house resources. Fulton County has in its employment only one locksmith and there are over 4 million square feet of building spaces owned or leased by County. This makes assistance from other sources necessary to keep buildings, movable assets and people in the building safe. Use of this contract is limited to work that cannot be accomplished in-house.

This contract is also used for procurement of security hardware which are not available for purchase in commercial hardware market.

These contracts furnish all parts, labor, equipment, transportation, and materials necessary to provide on-site locksmith services, to include the installation of new locks and door hardware as required for Fulton County facilities on an “as needed” basis. Additionally, this service provides supplemental support to the staff during peak service periods. Department of Real Estate and Asset Management handles most routine locksmith service calls. However, only a small percentage of the work can be completed in-house with current staff strength. The County has only one locksmith to serve more than 350 facilities.

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:	July 23, 2023
Price found:	\$ 75 (minimum)
Different features / Conditions:	None
Percent difference between internet price and renewal price:	22 %

Explanation / Notes:

On an internet search for lock smith services, the National Average for hourly services was observed as \$ 75 per hour. For a call of 3-hour duration, Fulton County will be required to pay \$ 225 based on National Average. The lowest quote Fulton County received was \$ 45 per hour plus \$ 40 truck charges, with this contract it has to pay only \$175

Compared to any of the above the rates Fulton County is using are very inexpensive.

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:	
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 checked="" type="checkbox"/> No
<i>How does pricing compare to Fulton County's award contract?</i>	

Explanation / Notes:

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

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

FY2023 The County allocated expenditures as of 9/11/2023, \$59,661.00

FY2022 The County spent \$90,411.03

FY2021 The County spent \$34,783.90

FY2020 The County spent \$37,642.87

FY2019 The County spent \$44,212.09

3. 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.

4. Is this a seasonal item or service? Yes No

5. Has an analysis been conducted to determine if this service can be performed in-house? Yes
 No If yes, attach the analysis.

Part of these services are performed in-house. However, County lacks capacity to complete all work through in-house resources.

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

If this contract is not approved, County will not be able to ensure security of its buildings and other assets. Lack of security can lead to situations like break-ins where County could be held liable for life and safety of employees, customers, and visitors.

Vijay Nair
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September 11, 2023

Prepared by

Date

Joseph Davis
Joseph N. Davis

September 11, 2023

Department Head

Date