



## COOPERATIVE PURCHASING JUSTIFICATION AND APPROVAL FORM

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 purchasing division of the state where such contract and contractors substantially meet the requirements of the Purchasing Code. Please complete the form below to request that the Purchasing Director review the spending unit's request to engage in cooperative purchasing.

**Requesting Department/Agency:** Real Estate and Asset Management

**Department/Agency Contact Information:** Joseph N. Davis, Director, (404) 612-3776

**Cooperative Contract Number and Title:** SWC#99999-001-SPD0000154-0001, Facility Maintenance

**Estimated Contract Spend:** \$428,860.50

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

☐ **Public Cooperative Entity** (Ex: NASPO)  
List cooperative entity: \_\_\_\_\_

☒ **State of Georgia Statewide Contracts**  
(Department of Administrative Services)

☐ **Federal Government** (Ex: GSA contract)

☐ **Other Governmental Entity**  
(Ex: City of Atlanta)  
List Government Entity: \_\_\_\_\_

### 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. Utilizing this contract provides a single source for preventive/scheduled and corrective/unscheduled maintenance services for customers responsible for occupying/managing locations that consist with multiple facilities/buildings and is available for all locations throughout the state. The scope of services includes all the labor and material to perform on-site preventive maintenance services including work on building envelope and structure; site utilities and distribution systems; central utility plants; hot and chilled water systems; natural gas, LP distribution and combustion systems; plumbing, sewer and water control systems; electrical systems and lighting; heating ventilation and air conditioning (HVAC); uninterruptible power supply (UPS) systems; emergency generators; security and alarm systems; fire alarm, fire sprinkler, and fire suppression systems; water towers; kitchen and laundry equipment; pest control services; swimming pools; grounds/landscape and fume hoods.
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:
  - a. Leveraging benefits of volume purchasing due to multiple County facilities utilizing this contract.
  - b. Saves approximately \$0.87/sq.ft. over historical/projected cost for current contract participants The average price for Scheduled/Preventive Maintenance (including cost of materials) is only \$1.00/sq. ft.
  - c. Low markup on materials used for corrective maintenance repairs
  - d. Improved facility life and operational performance through a staff dedicated to meeting the preventive maintenance needs of all facility equipment; thereby reducing equipment failures and facility operational downtime
3. Provide documentation verifying that the cooperative, statewide or GSA contract is current and awarded through a

**TO BE COMPLETED BY THE DEPARTMENT OF PURCHASING REPRESENTATIVE:**

<b>DOES THE SOLICITATION MEET THE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
Reviewed the justification provided by the requesting department/agency and determined that the use of the cooperative purchase/statewide/GSA Contract is justified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reviewed the cost analysis provided and determined that the use of the cooperative purchase/statewide/GSA Contract is best value and/or advantageous to the County:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reviewed the documentation provided and obtained a copy of the contract, solicitation documents, award letters, etc., to verify that the cooperative, statewide or GSA contract is current and was awarded through a competitive process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The use of the contract meets the needs of the requesting department/agency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The proposed contracting entity is authorized to conduct business in the State of Georgia.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If applicable, the contracting entity must comply with the Georgia Security and Immigration Act (E-Verify). A copy of the Georgia Immigration and Security Contractor Affidavit is obtained from the contracting entity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If federal funded, documented that the contracting entity is not on the <a href="#">Excluded Parties List System (EPLS)</a> that identifies those parties debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts, and certain federal assistance and benefits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Obtain Certificate Insurance requirements based on the coverage and limits included in the cooperative purchase/statewide/GSA contract. The County must be the Certificate Holder, Add'l Insured and Subrogation boxes should be marked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Purchasing Representative Recommendation:**

I have reviewed the items on the above checklist for this solicitation and the request

☒

meets the requirements

☐

does not meet the requirements

(Ensure that backup documentation has been scanned/saved into folder for this request)

(CAPA/APA) Purchasing Agent Mark Hawks Date 11/18/25

Chief Purchasing Agent \_\_\_\_\_ Date \_\_\_\_\_