

Contract Renewal Evaluation Form

Date:	July 31, 2025
Department:	Real Estate and Asset Management
Contract Number:	25ITBC1368307C-JNJ
Contract Title:	HVAC Equipment and Parts

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.

Procurement of more energy efficient HVAC Units that require less expensive and a more environmentally friendly refrigerant. These contracts provide HVAC manufacturer equipment and replacement parts on an as needed basis. The contracts provide support for the Department of Real Estate and Asset Management Heating, Ventilation, and Air Conditioning staff to perform required maintenance, diagnostic testing, and repairs on approximately 1,000 existing air conditioning systems ranging from 10,000 to 25,000 BTUs throughout the County.

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:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

Explanation / Notes:

The prices for HVAC Equipment and Parts do reflect the current market. This procurement was conducted in accordance with all applicable provisions of the Fulton County Purchasing Code Selection 102-373, all Competitive Sealed Bids.

☐ **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:	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.
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?	Comparable

Explanation / Notes:

Click here to enter text.

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

Click here to enter text.

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

FY2025: The County allocated/expenditures as of 7/30/2025, \$100,000.00/\$6,919.74

FY2024: The County spent \$67,506.36

FY2023: The County spent \$79,494.62

FY2022: The County spent \$70,000.00

FY2021: The County spent \$62,968.51

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:	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.

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?

DREAM would not have the ability to procure HVAC equipment and parts to the in-house HVAC Maintenance staff that perform required maintenance service and repairs. Also, would not be able to provide climate controlled clean air facility environments for its citizens and staff.

Frederick Tindal

Fred Tindal, Materials Management Manager

July 31, 2025

Prepared by

Date

Joseph Davis

Joseph N. Davis, Director

July 31, 2025

Department Head

Date