

Contract Renewal Evaluation Form

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| Date: | July 29, 2024 |
| Department: | Real Estate and Asset Management |
| Contract Number: | 22ITB134833C-MH |
| Contract Title: | Fire Extinguisher Testing and Maintenance Services |

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 service cannot afford to be reduced, because we do not have the trained staff or experienced in-house to perform this type of maintenance services. This service provides all parts, labor, ties, tags, labels, haz-mat charges, transportation, and costs necessary to provide fire extinguisher testing and maintenance services for Fulton County. The scope includes: Annual inspection and certification of all fire extinguishers identified and replacing fire extinguisher/s where the existing ones are defective.

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:

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| | Date of search: | July 27, 2024 |
| | Price found: | \$ 15 for recharge, \$ 25 to replace a typical 5 lbs size |
| | Different features / Conditions: | 5 lb cylinder, most common |
| | Percent difference between internet price and renewal price: | 36% and 30% saving |

Explanation / Notes:

The existing prices for fire extinguisher testing and maintenance services reflect the current market rates as of today. This service was conducted in accordance with all applicable provisions of the Fulton County Purchasing Code Section 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: | Ongoing daily maintenance & service. |
| 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? | Prices are comparable to Fulton County. |

Explanation / Notes:

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

Evaluated bids received from contractors for this service.

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

FY2024 The County allocated/expenditures as of 7/29/2024, \$18,583.64

FY2023 The County spent \$31,215.60

FY2021 The County spent \$23,326.81

FY2020 The County spent \$54,843.38

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.

This contract provides all of the necessary fire extinguisher testing, maintenance and replacement services needed to maintain various fire extinguishers at Fulton County north, south and downtown area locations. Fire and Life Safety Code applicable for buildings mandate that the fire extinguishers must be checked and maintain at least one in a year. Fulton County does not have the staff trained or experienced in carrying out this work.

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

If this renewal contract is not approved, the County will not be able to provide fire extinguisher testing and maintenance services Countywide. This will result in failure to comply with Fire and Life Safety Codes.

Willie Perryman, Greater Bldg. Maintenance Mgr. *WP*

Vijay Nair, Central Bldg. Maintenance Mgr. *Vijay*

July 29, 2024

Prepared by

Joe Davis, Director

Department Head

Date

[Click here to enter a date.](#)

Date