

# Contract Renewal Evaluation Form

<b>Date:</b>	<b>July 7, 2021</b>
<b>Department:</b>	<b>Real Estate and Asset Management</b>
<b>Contract Number:</b>	<b>19ITB118742C-BKJ</b>
<b>Contract Title:</b>	<b>Maintenance &amp; Testing of Fire-Intrusion Alarm Systems</b>

**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.**

It is difficult to reduce the scope and cost of this type of contract because the scope of work is mandated by fire and life safety codes specified in NFPA 72. Apart from that a major part of the work can only be undertaken by persons licensed in low voltage wiring, which none of the County Staff is qualified in. We are making efforts to do part of the intrusion alarm maintenance in-house with an intention of reducing the cost. But this is a long term process owing to training requirements. This contract furnishes all materials, labor, tools, equipment and appurtenances necessary to provide on-site fire alarm main and sub panels including intrusion alarm connections, for Fulton County 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:	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 existing prices for maintenance and testing of fire intrusion alarm systems 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:	
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"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>
How does pricing compare to Fulton County's award contract?	<b>Prices are comparable to Fulton County.</b>

**Explanation / Notes:**

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

It is difficult to make a reasonable cost comparison in this type of services. Each building is unique in the design of fire safety requirements and no two buildings can probably have similar installations. Therefore comparing costs incurred on a different group of buildings with that for a certain group of Fulton County buildings may not yield useful information

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

**The County spent \$62,354.17 in FY2020. The County expenditure as of 7/7/21 is \$31,865.14.**

**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.

Level of expertise and certifications required for the fire intrusion alarm systems maintenance requires most part of this service to be out-sourced. National Fire Protection Association's requirements, which the Georgia State Fire Marshal has adopted, requires that the systems be inspected and tested by agencies licensed for those jobs, at a minimum of once in a year

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

If this contract is not approved, Fulton County would be out of compliance with mandatory annual fire alarm system testing requirements and therefore the Fire and Life Safety Codes. County would also not conform to insurance carrier recommendations for maintaining these systems. Additionally, by not ensuring the compliant operating status of these types of systems, County increases liability of exposure against the potential occurrences they are meant to reduce exposure to.

*Vijay*

Vijay Nair, Bldg. Maintenance Manager

Prepared by

*Joseph N. Davis*

Joseph N. Davis, Director

Department Head

August 3, 2021

Date

Click here to enter a date.

*8/4/21*

Date