

Contract Renewal Evaluation Form

Date:	July ,21 2023
Department:	Department of Real Estate and Asset Management
Contract Number:	22ITBC132961C-MH
Contract Title:	HVAC Equipment & 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.

[Click here to enter text.](#) **Purchase of more energy efficient HVAC Units.**

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 21, 2023
Price found:	\$22.74
Different features / Conditions:	Identical
Percent difference between internet price and renewal price:	internet price 24% Higher

Explanation / Notes:

internet price **37% Higher**

☒ **Market Survey of other jurisdictions:**

Date contacted: July 21, 2023	
Jurisdiction Name / Contact name: Cobb County Schools Awarded Contract.	
Date of last purchase: 2023	
Price paid: \$19.50	N/A
Inflation rate:	N/A
Adjusted price:	N/A
Percent difference between past purchase price and renewal price:	N/A
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?	Higher 17%

Explanation / Notes:

Vendor bid price.

☐ **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?**

\$59,130.00

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 be able to provide climate controlled facility environments for its citizens or staff.

Calvin Gamble

July 27, 2023

Prepared by

Date

[Click here to enter text.](#)

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

Department Head

Date