

## Contract Renewal Evaluation Form

Date:	July 13, 2022
Department:	Real Estate and Asset Management
Contract Number:	21ITB130203C-MH
Contract Title:	Mail Services Operations

### 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 any alternative resources to provide this service. This service provides operational mail services management for County-wide agencies which includes all mail equipment, trained management, equipment maintenance and personnel. The Scope includes pick-up and delivery services for approximately 28 remote locations with inter-office mail, USPS mail by metered mailing and management services for domestic express mail & package deliveries and presorts mailing services.**

#### 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 mail operation 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 of more than \$49,999.99.**

☐ **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?	<b>Cannot because its depending on various needs</b>

**Explanation / Notes:**

This services varies depending on organizational needs, therefore it's difficult to compare prices.

☐ **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?

**FY2022 The County has spent \$147,399.98 as of 7/11/2022**

**FY2021 The County spent \$318,625.68**

**FY2020 The County spent \$303,456.00**

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?

If this contract is not approved, the County will be in jeopardy of providing operational management services for the County-wide agencies which includes pick-up and delivery services for approximately 28 remote locations with inter-office mail, USPS mail by metered mailing and management services for domestic express mail & package deliveries and presort mailing services.

April Pye, Administrator DREAM Administration

  
Prepared by

Joseph N. Davis, Director 

Department Head

July 13, 2022

Date

  
Click here to enter a date.

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